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OF THE AIR FORCE**



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**SECURITY FORCES INVESTIGATIONS
PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It provides guidance on general Security Forces (SF) duties and law enforcement operations. Compliance with this instruction is mandatory and applies to Department of the Air Force (DAF) military, civilian, Reserve Command, Air National Guard, military and civilian personnel from other US military branches assigned or attached to United States Air Force (USAF) units, contract SF, and government-owned, contractor-operated (GOCO) and contractor-owned, contractor operated (COCO) facilities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Any organization may supplement this instruction. Requests for waivers must be submitted through the chain of command to the appropriate Tier waiver approval authority. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974, in accordance with System of Records Notice (F031

AF SP B). The PA Systems Notices are available at: <http://www.defenselink.mil/privacy/notices/usaf>. The authorities to collect and/or maintain the records prescribed in this instruction are Title 10 U.S.C., Section 8013; Department of Defense Directive (DODD) 7730.47, *Defense Incident-Based Reporting System (DIBRS)*; and Department of Defense Instruction (DODI) 5505.17, *Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by Department of Defense (DOD) Law Enforcement Activities*. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the USAF. Records Disposition: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

(KIRTLANDAFB) AFI 31-115, *Security Forces Investigations Program*, is supplemented as follows. This supplement provides additional installation unique requirements pertaining to the Security Forces Investigations Program, specifically in regards to locally conducted Force Protection Intelligence Training (FPIT), arming and storage of weapons, field identification kits used for testing potentially illegal substances, and use of the National Crime Information Center (NCIC) terminals and the use of the Department of Defense Law Enforcement Defense Data Exchange (D-DEX), Law Enforcement Information Exchange (LInX) systems. This publication applies to the 377th Air Base Wing (ABW), associate units and active duty personnel. This publication does not apply to Air National Guard or Air Force Reserve components unless these components are operating under the command of the 377 ABW or specific guidance has been implemented for their agencies. Failure to comply with the publication is punishable as a violation of Article 92, of the UMCJ. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

AFI 31-115 includes numerous changes to SF investigations policy. All Force Protection Intelligence (FPI) information has been removed. Guidance concerning FPI will be created in the future. Guidance requiring action at the flight level has been moved to AFI 31-118, SF Standards and Procedures, and now AFI 31-115 contains items only specific to the investigations program. The AF Form 688 will be replaced with the AF Form 688A (Tabs 3a/3b) and the AF Form 688B (Tabs 4a/4b). The new credentials will be more professional in appearance and be more readily accepted by agencies requiring credentials for interaction.

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Chapter 1

RESPONSIBILITIES

1.1. Headquarters United States Air Force (HQ USAF). HQ USAF/A7S determines how SF members conduct criminal investigations throughout the USAF.

1.2. Headquarters Air Force Office of Special Investigations (HQ AFOSI). HQ AFOSI organizes, trains and equips its field units, which are responsible for conducting criminal investigations, counterintelligence activities and specialized investigative and force protection support for the Air Force. HQ AFOSI also develops guidelines concerning the division of investigative responsibility within the USAF and manages the USAF's Polygraph and Technical Services Programs

1.3. Headquarters Air Force Security Forces Center (HQ AFSFC). HQ AFSFC provides installation DFC with guidance on investigative matters.

1.4. Major Command (MAJCOM) Security Forces (A7S). Establishes command unique programs and policies to ensure the effective use of the SF Investigators and Department of the Air Force Civilian Police (DAF/CP) Detectives in the protection of command installations, personnel and resources.

1.5. Installation Defense Force Commander. The DFC will establish an SF Investigations Section (S2I) within their squadron to manage incidents and/or crimes as delineated in AFI 71-101, Volume I, *Criminal Investigations Program*. The AFOSI and Security Forces Investigative matrix used in AFI 71-101, volume 1, is a guideline to determine investigative responsibility; however, AFOSI must be notified immediately concerning all incidents falling within OSI's investigative purview and also must be notified when S2I initiates a criminal investigation. AFOSI has the authority and independent discretion to assume investigative responsibility, join an S2I investigation or monitor the progress of an S2I investigation when it involves Air Force or DOD personnel, property or resources. The DFC should give consideration to having S2I report directly to him/her in order to prevent any possible conflict of interest with internal investigative processes. The title Defense Force Commander is synonymous with Chief of Security Forces (CSF) and Senior Anti-Terrorism Officer (ATO) may be used interchangeably. (T-0)

1.6. Noncommissioned Officer in Charge (NCOIC) or Chief of Investigations, if civilian.

1.6.1. Ensure liaison is maintained with AFOSI and other local military bases. Coordinate with federal, state and local civilian police agencies, when required. Ensure liaison is also maintained with the installation's legal office. It is recommended that a weekly meeting be established among SFS/S2I, AFOSI and base Legal Offices to discuss ongoing investigations. (T-2)

1.6.2. Coordinate with Security Forces Reports and Analysis (S5R) section and local AFOSI detachment to monitor any criminal trend analysis. (T-2)

1.6.3. Review daily blotter for incidents requiring investigative follow-up outside of flight operations and assign cases to be investigated. (T-3)

1.6.4. Ensure quarterly accountability has been conducted on stored evidence. (T-2)

1.6.5. Review/sign the Report of Investigation (ROI). (T-2)

1.6.6. **(Added-KIRTLANDAFB)** Prepare and conduct case status updates bi-monthly or as required for briefing with the 377 ABW Commander (ABW/CC).

1.6.7. **(Added-KIRTLANDAFB)** Perform duties as primary Security Forces Group (SFG) representative for the Victim and Witnesses Assistance Program (VWAP).

1.6.8. **(Added-KIRTLANDAFB)** Provide Case Status updates to the 377th Security Forces Squadron Commander (377 SFS/CC) as required to deliver the most up to date case status information.

1.7. Investigator or Detective, if civilian.

1.7.1. Assist in immediate dissemination of any potentially dangerous or pertinent information to squadron leadership that is received. (T-2)

1.7.2. Conduct investigations as assigned.

1.7.3. Complete ROI as assigned/required.

1.7.4. Complete other tasks, as requested/directed, by superiors in the chain of command.

1.7.5. Off-duty DAFC Detectives who witness a crime occurring on base will only act within the provisions of their Core Performance Description (CPD).

1.8. Joint Drug Enforcement Teams (JDET).

1.8.1. AFOSI and SFS work jointly to establish JDETs. These teams cover drug enforcement and participation is at the discretion and agreement of the local DFC and local AFOSI field unit commander or Special Agent-in-Charge (SAIC). More information about this team can be found in Chapter 4 of this publication.

Chapter 2

ESTABLISHING AN INVESTIGATIONS PROGRAM

2.1. Investigative Jurisdiction. SF members investigate all crimes, offenses or incidents falling within their investigative jurisdiction, both on/off the installation, as set forth in attachment 2 of AFI 71-101, volume I. Some cases may involve coordination with federal, local or host nation law enforcement agencies/forces to complete a thorough investigation. SF may investigate matters normally falling within AFOSI's jurisdiction IAW AFI 71-101, volume 1, only after the local AFOSI field unit commander/SAIC has declined to investigate.

2.1.1. With prior coordination, the DFC or designated representative may agree to work other cases with local AFOSI not listed under S2I in AFI 71-101, volume 1. If S2I initiates a case and it is later determined AFOSI will assume responsibility for it, S2I will generate a written memorandum detailing the transfer of investigative responsibility and file it with the final S2I case file. AFOSI or S2I will then transfer all case file information and evidence to the other agency. (T-1)

2.1.1.1. **(Added-KIRTLANDAFB)** The 377 SFS/CC is delegated the authority to accept from and/or assist AFOSI with cases not listed under Security Forces Investigations (S2I) purview in *Criminal Investigations Program*, AFI 71-101, Volume 1.

2.1.1.2. **(Added-KIRTLANDAFB)** Written requests are not necessary if both agencies mutually agree to a case transfer on scene. The 377 SFS/CC will make the final determination if needed.

2.1.2. S2I may provide investigative assistance to AFOSI, if the local AFOSI field unit commander or SAIC and DFC jointly make a determination of need.

2.1.3. Investigators will promptly notify unit commanders each time an investigation is initiated on persons under their control, unless there is a need to maintain strict security controls over an investigative operation. In such cases, unit commanders are briefed and provided written notification when there is no longer a need to maintain strict security. (T-2)

2.1.4. DFCs will ensure AFOSI is notified upon initiation of all criminal investigations IAW DODI 5505.16, *Criminal Investigations by Personnel Who Are Not Assigned to a Defense Criminal Investigative Organization*. (T-0)

2.1.5. Internal Security Forces Investigations. Not all complaints against Security Forces members should be immediately referred to S2I. While S2I is the SF commander's POC for fielding complaints against Security Forces members and DAF/CP for incidents occurring on or off-duty, only allegations of criminal activity clearly within S2I's investigative responsibility will be referred to S2I. Any matters within AFOSI's investigative purview will be referred to AFOSI. In addition, the DFC will ensure OSI is notified when S2I initiates a criminal investigation involving an SF member. Discipline and general misconduct issues will be handled via a Commander-Directed Inquiry (CDI) assigned by the DFC to a unit Senior Noncommissioned Officer (SNCO) or Officer." (T-1)

2.2. Training. SF investigators/detectives must complete one of the following: Military Police Investigator (MPI) Course or AFOSI Basic Special Investigator Course (BSIC). **NOTE:** The DFC may temporarily assign SF members that have not attended formal training to investigator

positions; however, they must complete a locally derived On the Job Training (OJT) program documented on a memorandum for record (MFR) and AF Form 797, *Job Qualification Standard*, until a class date can be acquired. Formal training for these individuals is the goal. (T-1)

2.2.1. As a minimum, S2I should have locally developed AF Forms 797 indicating investigator certification/training. See attachment 2 for a sample AF Form 797. If any additional training is required in support of the specific position/environment, this information must be annotated on the AF Form 797. (T-2)

2.2.2. IAW the requirements outlined in the Air Force Enlisted Classification Directory (AFECD), an investigator is awarded the Special Experience Identifier (SEI) after completion of either L5AZA3P071 0S5A, Military Police Investigations (Personal Data System (PDS) code RZ4), or 5T5ALO7S031 005, Basic Special Investigator Course (PDS code I90), and after obtaining both 12 months of experience as a full time SF investigator and DFC recommendation.

2.2.2.1. After completion of SEI requirements, the unit training manager must initiate an AF Form 2096, *Classification/On-the-Job Training Action*, and obtain the investigator's and DFC's signatures on the form. The AF Form 2096 is then given to the Force Support Squadron to update the appropriate SEI in the Military Personnel Data System (MilPDS). (T-2)

2.2.2.2. If the DFC disapproves the SEI, a justification must be added by the DFC in the comments section of the AF Form 2096. (T-2)

2.2. (KIRTLANDAFB) Training. Investigators who have not completed the Military Police Investigator (MPI) course may be issued the AF Form 688A, *Security Forces Investigator Credential* or AF Form 688B, *Security Forces Detective Credential*, once all core tasks on the SF Investigations AF Form 797 are completed and certified by the investigations supervisor. The completion of the MPI course is still the overall goal for certification.

2.3. Credentials.

2.3.1. The DFC issues the following credentials to members of the S2I section: (T-1)

2.3.1.1. AF Form 688A, *Security Forces Investigator Credential*.

2.3.1.2. AF Form 688B, *Security Forces Detective Credential*, to civilian personnel.

2.3.2. Credentials may be issued to graduates of one of the approved courses identified in paragraph 2.2.

2.3.3. The DFC may issue credentials to members who they believe have the necessary technical expertise, formal education and/or training. **NOTE:** In the absence of a qualified investigator/detective, the DFC may issue credentials to persons with less experience or part-time investigators. All credentials issued to part time investigators will be maintained within the S2I section when part time investigators are not performing investigative duties. Destroy part time investigator credentials as outlined in paragraph 2.3.5.

2.3.4. The DFC ensures investigators and detectives carry/utilize the respective AF Form 688A/B only while in the performance of their official duties. Credentials are valid only as long as the holder is performing investigative duties within the issuing unit. The credential expiration date should generally not exceed three (3) years from date of issue. (T-2)

2.3.5. Destroy withdrawn credentials upon a person's change in status, such as Permanent Change of Station (PCS) or reassignment to a different duty section. Document credential destruction on AF Form 310, *Document Receipt and Destruction Certificate*, and maintain the certificate with other AF Form 688A/B accountability records. **NOTE:** The DFC may present an investigator/detective their credential as a PCS or retirement memento. In doing so, the commander must render the credential unserviceable. Marking the credential in red block letters "INVALID" or encasing them in poured acrylic are just two possible options. (T-2)

2.3.6. Ensure control and protection of blank credential forms against theft and unauthorized use. If blank or issued credentials are lost or stolen, an investigation will be conducted and documented via an ROI or AF Form 3545A, *Security Forces Incident Report*. Blank credentials will be stored in a lockable drawer, safe or filing cabinet. The S2I NCOIC will conduct an inventory quarterly of all unissued credentials and notify the DFC in writing of any discrepancies. (T-2)

2.4. Badges and Shields.

2.4.1. SF investigators will utilize the SF shield along with the AF Form 688A when identifying themselves in performance of their official duties.

2.4.2. Civilian detectives will utilize the DAF Detective badge along with the AF Form 688B when identifying themselves in the performance of their official duties.

2.4.2.1. DAF/CP 0083 Detectives are employed by the DFC. They will be issued a Department of the Air Force Detective Badge (example in attachment 3) in lieu of the DAF/CP badge. The detective badge will be funded by the issuing unit. DAF/CP 0083 Detectives have the same authority, jurisdiction and limitations covering SF members.

2.4.3. For information on the wear/display of the badge or shield, see paragraph 2.5.1. and 2.6.4. of this instruction.

2.5. Uniform Wear/Civilian Attire. It is highly encouraged that SF investigators/detectives not wear the military uniform with the SF shield/badge while performing investigative duties. If approved by the DFC, SF investigators/detectives are authorized to wear civilian clothes when performing investigative duties. Civilian attire, when worn, will be casual and in good taste. Protecting the grades of the SF investigators/detectives through wear of civilian clothing is part of an overall effort to achieve efficiency in the investigative office. SF investigators/detectives interact daily, often in an adversarial role, with individuals who are junior and senior in grade to them. **NOTE:** To avoid confusion with AFOSI agents or local police personnel, investigators/detectives conducting investigative activity while wearing civilian clothing will clearly identify themselves as "Security Forces Investigators or Detectives" unless doing so would reasonably compromise operational security.

2.5.1. Investigators and detectives in civilian attire will wear/display their respective shield or badge affixed to their belt or otherwise prominently displayed while armed and on duty when it does not interfere with the performance of their duties as stated in paragraph 2.6.4. of this instruction. (T-3)

2.5.2. Military active duty personnel permanently assigned as SF investigators may be, at the discretion of the DFC, authorized a one-time initial civilian clothing allowance IAW AFI 36-

3014, *Clothing Allowances for Air Force Personnel*, and DOD Regulation 7000.14-R, Volume 7A, *Military Pay Policy And Procedures - Active Duty And Reserve Pay*, Chapter 29.

2.5.3. The DFC may authorize the use of locally procured clothing items with the SF shield or "POLICE" embroidered on them for use while on duty in civilian clothes for certain situations. The DFC may also authorize the appropriate winter/cold weather attire for SF investigators, as deemed appropriate.

2.5.4. Military investigators will maintain proper military uniforms and have SF duty gear immediately available.

2.5. (KIRTLANDAFB) Uniform Wear. SF investigators/detectives will wear civilian clothes on a day to day basis. Civilian clothes worn by investigators/detectives will be serviceable and in good taste. Investigators/detectives will maintain a service dress uniform or serviceable dress suits for court appearances. Investigators will maintain a duty uniform with respective rank and identification tapes and gear readily available to support responses requiring them to be in uniform. Due to the primary mission at Kirtland Air Force Base (KAFB), military investigators will respond to Unit/Group/Wing recalls in Airman Battle Uniform (ABU) along with issued alert duty gear.

2.6. Weapons. SF investigators/detectives often respond to incidents within moments of an initial patrolman response in order to immediately secure a crime scene. SF investigators/detectives will be armed IAW DODD 5210.56, *Carrying of Firearms and the Use of Force by DOD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities*. (T-0)

2.6.1. The DFC is the approval authority for S2I members to bear and use firearms both openly and concealed. The NCOIC or Chief of Investigations (S2I) has the same discretionary arming authority as an SF operations flight sergeant and can dictate verbally or in writing when S2I personnel will be armed to perform official duties. Compliance with AFI 31-117, *Arming and Use of Force by Air Force Personnel*, and AFMAN 31-222, *Air Force Use of Force Manual*, is mandatory for all S2I personnel when carrying weapons either openly or concealed. SF investigators/detectives not in uniform who have to openly bear firearms when performing official military duties must obtain an AF Form 523, *USAF Authorization to Bear Firearms*, IAW AFI 31-117. (T-1)

2.6.1. **(KIRTLANDAFB)** Arming will be conducted by a minimum of two SF personnel knowledgeable of clearing procedures. A check of the arming roster is mandatory in all instances. At KAFB, the Chief of Investigations, Lead Investigator, or Non-Commissioned Officer in Charge (NCOIC) retains the same discretionary arming authority as an SF Operations Flight Sergeant and can dictate verbally or in writing when S2I personnel will be armed to perform official duties. Responsibility to verify personnel arming status resides with these individuals. Non-duty arming will be accomplished with pre approval of Chief of Investigations, Lead Investigator, or NCOIC and 377 SFS/CC. Investigators will be issued two AF Form 523 *USAF Authority to Bear Firearms* weapons cards, one for open carry and one for concealed carry. Investigators will exchange their AF Form 523(open carry), for their duty weapon upon arming. Investigators will carry the AF Form 523 (Concealed) at all times when carrying a concealed weapon. AF Form 523s will also include the statement

“Valid at KAFB only” on the back of the card. Additional personnel armed to augment S2I will be required to complete an AF Form 1297, *Temporary Issue Receipt*.

2.6.2. Approved holsters and weapons equipment can be found at: <https://cs3.eis.af.mil/sites/AF-ED-00-29/default.aspx>.

2.6.3. Training. IAW AFI 36-2226, *Combat Arms Program*, credentialed SF investigators will be assigned, as a minimum, the USAF service pistol (M9 or M11 if available), as their primary duty weapon. (T-1)

2.6.4. Open Carry. When armed, SF investigators/detectives must carry their credentials, appropriate badge/shield and an approved AF Form 523, if the weapon is concealed. When a weapon is openly displayed while in civilian clothes, the SF Shield or DAF badge will be clipped next to the holster, on a chain around the neck or otherwise prominently displayed for quick visual identification. (T-1)

2.6.5. Concealed Carry. SF investigators will be trained and certified to carry concealed weapons IAW AFI 36-2226. SF investigators/detectives do not routinely conceal their weapons unless necessary to protect the integrity of an investigation and only with the prior approval of the DFC or designee. (T-1)

2.6.6. Weapons Storage. The DFC may authorize, in writing, the storage of SF investigator/detective firearms and ammunition within their duty section, if all storage requirements of AFI 31-101, *Integrated Defense*, are met. If S2I stores weapons outside of the SF Armory, local procedures must be developed to ensure that security standards of the weapons and proper clearing procedures are being met. Place a small portable clearing barrel for proper loading and clearing of weapons stored at the S2I duty section next to the approved storage container. Provide proper Hazardous Classification Marking for the type of weapons items stored.

2.6.6. **(KIRTLANDAFB) Storage.** Duty weapons will be stored in a Class V safe located within the Investigations evidence room. All weapons will be secured with trigger locks. The safe combination will be maintained by the Lead Detective and/or Lead Investigator and will be changed anytime there is a change of personnel. Investigators who have their arming status suspended/removed will be prohibited from accessing the weapons drawer at any time and will surrender their weapons card and AF Form 523 and weapons lock keys and will not assist in arming/clearing other investigators until their arming status is reinstated.

2.6.7. Issuing the AF Form 523, *USAF Authorization to Bear Firearms*.

2.6.7.1. The AF Form 523 must have standardized permit numbers. For example, 802 SFS 10-0002 (CONCEALED) refers to the second concealed permit issued in 2010 by the 802d Security Forces Squadron at Joint Base San Antonio-Lackland, Texas. (T-3)

2.6.7.2. The AF Form 523 issued for off-base operations requires full frontal face photographs. All others contain the statement "VALID ON (INSTALLATION NAME) ONLY". (T-3)

2.6.7.3. The expiration on the AF Form 523 will coincide with the expiration date of the AF Form 688. It will not exceed the expiration date on the investigator's/detective's AF Form 688 unless authorized in writing by the DFC. (T-3)

2.6.7.4. Surrender the form to the issuing authority upon completion of duties requiring authority to bear a concealed firearm or change of assignment from S2I section. (T-2)

2.6.8. Loading and Unloading Firearms. Loading and unloading firearms will be IAW AFMAN 31-229, *Air Force Weapons Handling Manual*.

2.6.9. Non-Lethal Use of Force. IAW AFI 31-118, *Security Forces Standards and Procedures*, when SF investigators/detectives are armed with a lethal capability they will also have at least one type of non-lethal capability. They will be trained and employ non-lethal methods and equipment to the greatest extent possible. The OC spray is ideal, but collapsible batons are also an option. Investigators/detectives may use manufacturer approved ankle holsters for batons and the z-205 OC spray. **NOTE:** When using the z-205 OC spray, measures must be taken to prevent the immediate use of the Taser on a suspect who has been sprayed. The Taser may cause the suspect to ignite if the individual has been be sprayed within 30 seconds of Taser employment. (T-1)

2.6. (KIRTLANDAFB) Arming and Weapons Storage. The Defense Force Commander (DFC) approves SF Investigators to store duty weapons within their duty section IAW AFI 31-115 and AFI 31-101, *Integrated Defense (FOUO)*. Arming/storage procedures are as follows:

2.7. Reimbursement. SF investigators/detectives will submit a Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, for all reimbursable expenses incurred while conducting an official investigation. DFCs must pre-approve reimbursement for expenses incurred while conducting an investigation. Refer to DOD Financial Management Regulation (FMR), volume 10, for specific guidance. (T-2)

2.7.1. Contact local Staff Judge Advocate (SJA) and the base Comptroller Squadron to ensure all financial management instructions and procedures are followed.

2.8. S2I Office Recommendations. While these items are not required, these additional items may increase the effectiveness of the S2I program. It is highly encouraged that DFCs attempt to procure each or any combination of the following items:

2.8.1. Specific computer resources.

2.8.1.1. Unrestricted internet access.

2.8.2. A landline dedicated to receiving “anonymous” tips.

2.8.3. A dedicated landline with an “unlisted” number.

2.8.4. One marked and/or unmarked vehicle for emergency response.

2.8.4.1. A vehicle with tinted windows would be ideal for this purpose, as investigators need proper storage capability to keep various tools and investigative kits readily available. MAJCOMs will define specific vehicle authorizations to support S2I operations. When feasible, local state and/or host nation license plates (cover plates) can be used instead of government plates. When cover plates are used, they must be removed and replaced with the government license plate prior to servicing or supporting any other SF operation as directed by the DFC.

2.8.4.2. Vehicle Equipment. As a minimum, S2I vehicles should be equipped with low profile emergency lights, siren, mobile radio and PA system.

2.8.4.3. Emergency Vehicle Operations. Investigators must comply with all the same requirements as marked patrol units. Unmarked vehicles will not be used in a pursuit. Off-base emergency operations are prohibited unless a memorandum of understanding is coordinated through the base legal office and approved by the installation commander and local authorities.

2.8.4.4. Specialized Vehicles. Based upon need/utilization, DFCs may authorize S2I to be assigned a specialized marked vehicle for Crime Scene Processing, Crisis/Hostage Negotiation and on-scene confrontation management processing.

2.8.5. A portable clearing barrel is to be utilized in the event that weapons are stored within the S2I section IAW paragraphs 2.6.5. and 2.6.7. of this instruction.

CHAPTER 3

EVIDENCE HANDLING/PROCESSING & STORAGE

3.1. Evidence Custodians (EC). DFCs will appoint ECs in writing. ECs must positively identify and strictly account for evidence to assure admissibility at legal proceedings. (T-1)

3.1.1. Conduct inventories of all evidence at least quarterly, more frequently if determined locally, and inform the DFC in writing of discrepancies. (T-2)

3.1.1. (**KIRTLANDAFB**) Evidence inventories will be conducted quarterly by a minimum of two evidence custodians. All items will be crosschecked by comparing evidence items with active evidence logs. Any discrepancies will be reported in writing to the DFC. If there are no discrepancies the evidence custodian will complete and file a Memorandum for Record documenting completion of the inventory. Evidence disposition will be accomplished on a quarterly basis if necessary and in conjunction with the quarterly inventory.

3.1.2. When changing ECs, regardless of whether the primary or alternate is changing, complete the following items: (T-2)

3.1.2.1. Conduct an inventory of all evidence.

3.1.2.2. Document the transfer of custodians in the front of the evidence logbook.

3.1.2.3. Change all applicable storage/locker combinations.

3.2. Handling Evidence.

3.2.1. S2I must ensure the following procedures are met:

3.2.1.1. Evidence handling procedures and search and seizure are defined in AFI 31-118. S2I members who receive evidence must take caution in order to prevent cross-contamination of evidence at all levels of evidence processing.

3.2.1.2. Except in unusual circumstances, physical evidence will be released to the EC no later than the first working day after it is acquired. The evidence will be controlled by the person securing it until released to the custodian. Activities served by an EC in a separate location will release the evidence either physically, by registered mail or by a recognized major US commercial shipping service with an accountable tracking system (e.g., United States Postal Service®) to the servicing EC normally within 2 working days after the evidence is acquired. Local agencies or US Magistrates may allow for the immediate return of a person's(s') personal property. With prior coordination, evidence involving civilians committing minor or non-violent crimes can be photographed and released. This must be captured in local policy. (T-2)

3.2.1.2.1. (**Added-KIRTLANDAFB**) Evidence with an aggregate value of less than \$500.00 USD seized as a result of a larceny by a non-military offender (i.e. dependent, retiree, civ employee etc.), from any AAFES, NAF, or DeCA entity, or from a private source, will be receipted/accounted for via AF Form 52, photographed, and returned to the agency/owner. The 377 ABW Staff Judge Advocate (SJA) will be

consulted for disposition in all cases of government property theft, regardless of value or offender affiliation. Photographs will be included in the incident report.

3.2.1.3. Record all evidence in ink in a permanently bound evidence log with consecutively numbered pages. Do not remove pages from the log or erase entries. Do not use correction fluids or correction tape. Draw a line through mistakes and initial them. If an evidence tracker (log) is developed in a Security Forces Information Management System (SFMIS) release, it will be the only electronic evidence log authorized and evidence accountability will be done via an MFR. In lieu of a handwritten log book, the DFC may authorize the S2I to utilize an electronic evidence logging system if available. (T-2)

3.2.1.4. Store evidence in lockers, safes or rooms designated solely for that purpose. Designate such areas as controlled areas and comply with the requirements of AFI 31-101. Develop procedures to make evidence storage containers or rooms accessible only to the EC(s). If stored in same room, found property must be stored separately from evidence. (T-2)

3.2.1.4.1. When evidence is temporarily released from the evidence room for any reason (e.g., an Article 32 hearing or courts-martial), the original AF Form 52, Evidence Tag, will accompany the evidence. Annotate the evidence log with the location of the evidence. Exception: United States Army Criminal Investigations Laboratory (USACIL) and some state laboratories do not accept the AF Form 52. In these cases, the original AF Form 52 will remain with the case notes until the evidence is returned from the lab. (T-2)

3.2.1.5. Store firearms and ammunition evidence in approved containers, as defined in AFI 31-101, in the SF armory or S2I office. Storage of this type of evidence outside the armory must be approved by the DFC in writing. Explosives (military and commercial) and explosive materials will be properly stored within the munitions storage area. Evidence collection and custody receipt agreements between SF and the MSA commander will be in place to assure there is no break in the chain of custody or tampering with the evidence. (T-2)

3.2.1.6. Secure controlled substances (other than residue and paraphernalia) away from other evidence. If the evidence room does not meet physical security requirements, controlled substances will be secured in a Government Services Administration (GSA) approved Class 5 safe. The approved safe may be located in the same room as evidence. (T-1)

3.2.1.6.1. Storing drug evidence with military working dog training aids is prohibited. (T-1)

3.2.1.7. Obtain written approval from the SJA before disposing of evidence. This may be in the form of an official memorandum or digitally signed email. Document the final disposition on evidence tags in the evidence logbook. Have one witness present when destroying drugs or other items not returnable to the owner. It is recommended that the local police department or another local law enforcement agency destroy drugs and/or weapons. For those who witness the destruction of evidence, document their participation by printing on the back of the AF Form 52 the date of destruction and the name, duty title

and organization of the witness. Have the witness sign above their printed name. If there is not enough room on the back of the AF Form 52, use a new AF Form 52 to capture this information. (T-1)

3.2.1.7. **(KIRTLANDAFB)** Item disposition approval must be obtained from the SJA or United States Attorney's Office (USAO) prior to disposition. Evidence disposition witnesses must corroborate the items identified for disposition and sign the evidence log identifying the disposition of each item; i.e., destruction, returned/turned over to government use, turned over to the Defense Reutilization and Management Office, donation to private/military charity, etc. Once evidence disposition is approved by SJA or USAO, items of value, where the owner cannot be located or ownership of the item cannot be proven, will be disposed of IAW the provisions in Department of Defense Manual (DODM) 4160.21, *Defense Material Disposition Manual*.

3.2.1.8. US Army Criminal Investigation Laboratory (USACIL) Forensic Examination Procedures. Requests for USACIL forensic evidence laboratory examination must be made using Department of Defense (DD) Form 2922, *Forensic Laboratory Examination Request* (see attachment 4), and the evidence being submitted must be accompanied by Department of the Army (DA) Form 4137, *Evidence/Property Custody Document*. Download the DD Form 2922 at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. Download the DA Form 4137 at http://www.apd.army.mil/Forms/browse_forms.asp.

3.2.1.8. **(KIRTLANDAFB)** Use the Department of Public Safety (DPS) Crime Laboratory Evidence Receipt for all evidence submitted to the New Mexico State Crime Lab.

3.2.1.8.1. Packaging the Evidence. Attach a plain envelope marked "invoice" on the inner wrapping of the shipping container and place the DD Form 2922 and the DA Form 4137 inside. **NOTE:** Failure to place these forms in the invoice envelope or to place the invoice envelope on the inner wrapping of the box of evidence may result in unnecessary delays in evidence processing. (T-2)

3.2.1.8.2. Submitting Evidence to USACIL. Attach a photocopy of the respective AF Form 52 evidence tag to the evidence submitted to USACIL. Store the original evidence tag in the S2I evidence room during the laboratory examination. If the evidence is sealed in an individual container, attach a copy of the evidence tag on the outside of the respective container. Refer to paragraph 3.2.1.11.2. for additional information on proper packaging and shipping evidence to USACIL. (T-2)

3.2.1.8.2.1. Use the DD Form 2922 to transmit evidence to a laboratory and to describe the types of examinations and analysis needed. File a copy of the completed DD Form 2922 in the case file. (T-2)

3.2.1.8.2.2. If a large quantity of evidence is available, determine how much is needed by the laboratory for the desired examination.

3.2.1.8.2.3. If only a small quantity of the material is available for analysis, and it is possible the entire sample may be consumed by the laboratory in testing, coordinate with the laboratory and servicing SJA before analysis.

3.2.1.8.2.4. Segregate and individually wrap and seal items being sent for analysis. Identify each item on the DD Form 2922 and place a copy of the form in the container. Do not send evidence from more than one case, subject or victim in the same container. Do not ship the subject's and victim's evidence in the same container. (T-2)

3.2.1.8.3. Completing the DD Form 2922, *Forensic Laboratory Examination Request*. (T-2)

3.2.1.8.3.1. Select the "USACIL" box if sending evidence to United States Army Criminal Investigation Laboratory (USACIL), or select the "Other" box and insert the appropriate laboratory name and address in block 1.

3.2.1.8.3.2. If the SF unit uses an Army Post Office (APO) address, list the geographical location of the unit after the complete address in block 2.

3.2.1.8.3.3. Complete block 3 with the appropriate unit address, even if the evidence is to be returned to the submitting unit.

3.2.1.8.3.4. Indicate the exam priority in block 4. If 'expedite' is requested, select the proper justification box and provide the proposed date of the event.

3.2.1.8.3.5. Include the entire case file number in block 6.

3.2.1.8.3.6. Provide the type of offense in block 7 to include the Uniform Code of Military Justice (UCMJ) article or USC violation and nature of the offense (e.g., Violation of Article 112a-Wrongful Use of a Controlled Substance).

3.2.1.8.3.7. If evidence has been previously submitted for the investigation, indicate the dates the evidence was submitted, the mail tracking number and the laboratory case number (if known) in addition to the subject(s) of the investigation in block 8.

3.2.1.8.3.8. List the subject(s) and victim(s) of the investigation in blocks 9 and 10.

3.2.1.8.3.9. Provide a brief but detailed synopsis of the investigation in block 11. If more space is required, additional pages can be attached after annotating "See attached for additional information" in this block.

3.2.1.8.3.10. Attach subject and victim statements as appropriate.

3.2.1.8.3.11. Attach crime scene photos and sketches as appropriate.

3.2.1.8.3.12. When submitting evidence associated with an assault investigation, attach a copy of the physician's medical protocol report.

3.2.1.8.3.13. Itemize and describe all evidence, and submit in block 12. Include the full evidence tag number and the description of the evidence as it appears on the corresponding evidence tag for each item.

3.2.1.8.3.14. Identify the examinations requested in block 13.

3.2.1.8.3.15. Identify the lead investigator in block 14.

3.2.1.8.3.16. SF investigators may contact the local OSI unit for assistance in

completing the DD Form 2922, as needed.

3.2.1.9. DA Form 4137, *Evidence/Property Custody Document*. All evidence, associated to the same case file, being sent to USACIL for examination will be listed on the DA Form 4137 in the “Description of Articles” block (see Figure 2.1.). The Description of Articles block must contain the evidence tag number and the description, condition, identification and location from where it was seized. The description must match the description on the original AF Form 52. (T-2)

3.2.1.9.1. If additional space is needed on the DA Form 4137, continue on another DA Form 4137. The item numbering of the second form will remain successive to the item numbering of the first form. For example, if item “3” was the last entry on the first DA Form 4137, item “4” will be the first entry on the second DA Form 4137. Annotate “Page X of Y” for the “Document Number” at the bottom of DA Form 4137. X and Y represent the current page and total number of pages, respectively. (T-2)

3.2.1.9.2. When sending evidence to USACIL, the EC will annotate the following on the original copy of the AF Form 52, Chain of Custody Receipt: the releasing agent will sign and date the ‘Released By’ block; the ‘Purpose’ block will contain “Sent to USACIL” and the registered mail number; the ‘Condition’ block will contain the item number as reflected on the DA Form 4137; and the ‘Received By’ block will contain “Refer to DA Form 4137.” (T-2)

3.2.1.9.3. Upon return of the evidence, the EC will annotate the following on the original AF Form 52. The ‘Released By’ block will contain “Refer to DA Form 4137”; the ‘Purpose’ block will contain “Returned from USACIL” and the registered mail number; the ‘Condition’ block will contain the item number as reflected on the DA Form 4137; and the receiving agent will sign and date the ‘Received By’ block. The EC will inventory all items, to include breaking seals if the evidence count cannot be verified visually. If the evidence is drug evidence, the EC will re-weigh the sample and annotate condition changes in the ‘Condition’ block. (T-2)

3.2.1.9.4. Upon return of the evidence from USACIL, the EC will attach the original DA Form 4137, or a copy thereof for multiple items, to the original AF Form 52 and attach both documents to the respective evidence. (T-2)

3.2.1.10. Submitting Evidence to State Laboratories. State laboratories may require the use of their own departmental forms. In those instances, the EC will use the state laboratory forms in lieu of DD Form 2922 and DA Form 4137. Complete the appropriate blocks on the laboratory forms to document the specifics of the case, evidence accountability and requested analysis. The DFC will codify local guidance for specific procedures. (T-2)

3.2.1.10.1. Upon return of the evidence, the EC will properly complete the following blocks on the original AF Form 52 to document the chain of custody changes: the ‘Released By’ block; the ‘Purpose’ block; the ‘Condition’ block; and the receiving agent will sign and date the ‘Received By’ block. The EC will inventory all items, to include breaking seals if the evidence count cannot be verified visually. If the

evidence is drug evidence, the EC will re-weigh the sample and annotate condition changes in the 'Condition' block. (T-2)

3.2.1.11. Shipping Evidence. USPS® Registered Mail™ or FedEx® must be used when shipping evidence to forensic laboratories. In situations when expediency is important and when appropriate USPS®, FedEx® or Military Airlift services are not reasonably available, other commercial carriers may be used. In such instances, Base Information Transfer Center (BITC) regulations may require that sending units bypass BITC and pay for shipment costs using unit funds. Consult the local BITC for further guidance. Commercial carriers must meet the following criteria to be used for shipping evidence. (FedEx® is a registered trademark of FedEx Corporation.) Explosives and hazardous materials must be shipped in accordance with Department of Transportation (DOT) rules and regulations, 40 CFR 260 through 266, and 49 CFR 300-302. (T-1)

3.2.1.11.1. The carrier must use a method of tracking the evidence during shipment that preserves the chain of custody. (T-1)

3.2.1.11.2. The carrier must have demonstrated an ability to consistently deliver all packages to their required final destination on time and undamaged.

3.2.1.11.3. When shipping evidence, enter the USPS registration number, tracking number or BITC accountable container number in the 'Purpose' block of the AF Form 52. (T-2)

3.2.1.12. Packaging and Sending. Double wrap evidence with the caption "To Be Opened by Evidence Custodian Only" marked on the inner wrapping. Show no indication on the outer wrapping that the package contains evidence. (T-2)

3.2.1.12.1. For laboratory analysis, mark the inside wrapper "EVIDENCE." Affix an envelope marked "INVOICE" to the inner wrapper. Address the outer wrapper to the lab section. If drugs, do not mark "NARCOTICS SECTION," use "CHEMISTRY" or leave blank. See paragraph 3.2.1.9. for more information when sending evidence to USACIL.

3.2.1.12.2. Use laboratory procedures when sending probable-cause urine samples. (T-1)

3.2.1.12.3. Consult USPS® to ensure compliance with firearm and ammunition shipment regulations.

3.2.1.12.4. Affix appropriate labels, such as "SHARP HAZARD" or "BIOHAZARD," to inner packages containing dangerous or potentially infectious evidence. (T-0)

3.2.1.12.5. When receiving evidence from forensic laboratories or other sources, request that the evidence be shipped via USPS® Registered Mail™, FedEx® or a proven and reliable commercial carrier (see paragraph 3.2.1.11.). Enter the Registered Mail™ number or the tracking number in the 'Purpose' block of the AF Form 52 if the releasing agency or laboratory failed to do so. (T-2)

3.3. Receipt/Disposition of Property. When appropriate, SF may take custody of private or government property not requiring the same degree of legal accountability as evidence. SF will generally not take custody of property (except for dangerous weapons, such as firearms, stun

guns or other destructive devices) left with another installation agency (i.e., luggage left by passengers at the passenger terminal; personal property left in or around barracks, exchanges and commissaries). MAJCOM/A7S should establish guidelines on conditions and circumstances under which their units accept lost, found or acquired property.

3.3.1. Use an AF Form 52 as a receipt for lost, found or acquired property. Items with indeterminate value and no risk of liability to Security Forces members (i.e., found identification cards), units can develop local procedures in lieu of the use of AF Form 52. (T-1)

3.3.2. Use locally developed procedures to log and track this type of property. Use separate log books for acquired and evidential property. (T-1)

3.3.2. **(KIRTLANDAFB)** All lost, found, and acquired property will be collected using the AF Form 52, and logged into inventory and accounted for using a permanently bound log book.

3.3.3. Store lost, found and acquired property separately from evidence. Lost or found property may be stored in an evidence room; however, it must be clearly separated (i.e., separate bin or shelf) from stored evidence. (T-1)

3.3.4. The Base Property Disposal Board may choose to dispose of property in one of the following manners. **NOTE:** The formation of the board is not inherently an SF responsibility and specific guidance on the formation and role of the board can be found in DOD Manual 4160.21-M, *Defense Material Disposition Manual*:

3.3.4.1. Turn the item(s) over to the Defense Reutilization and Management Office (DRMO) in accordance with DOD Manual 4160.21-M. (T-0)

3.3.4.1. **(KIRTLANDAFB)** Dispose of abandoned or found property with a value of more than \$100.00 USD according to the recommendations of the Property Disposal Board. The board may designate that property be given as a donation to a non-appropriated fund institution, such as the auto hobby shop, military, public, or private charity, or converted to military use.

3.3.4.2. Donate the item(s) to a military or private charity. Military munitions (parts, pieces, casing, fuses, etc.) will not be donated to any agency, military or private. Although casings may appear to be safe, the mechanics surrounding its operations or residue associated with its previous explosive components may be present. (T-1)

3.3.4.2. **(KIRTLANDAFB)** Items such as toiletry articles, keys, cosmetics, used or soiled personal items, undergarments, and other items having no value except to the original owner will be listed on the property inventory and maintained for a period of 45 days. If not claimed, the aforementioned property is excluded from the expanded processing for lost, abandoned, or unclaimed property and will be immediately destroyed. If an owner is identified, mail the property to the owner using certified or registered mail within 30 days. Evidence items deemed to present bio hazard or environmental dangers to personnel may be disposed immediately with the written approval of SJA. List found contraband or paraphernalia on the property inventory and destroy immediately. After 45 days, abandoned or found property with a value of less than \$100 USD may be donated to a non-appropriated fund institution, military, public, or private charity, or converted to

military use without convening the Property Disposal Board. Obtain a receipt from the donation for property tracking purposes. Immediately return abandoned or found government property to the unit identified as losing the property or to base supply. All unclaimed firearms or firearms taken as evidence that are not to be returned to the owner will be released to the Albuquerque Police Department (APD) or other civilian Law Enforcement Agency for destruction. An SF Investigator will witness and document the destruction of these items. Drugs and drug paraphernalia may be turned over to the APD Crime Lab for incineration.

3.3.4.3. As otherwise directed by the Installation Commander with guidance from SJA. For example, destroy, convert to government use or transfer through a no cost contract with local business/agency (for disposal of abandoned vehicles).

3.3.4.3.1. **(Added-KIRTLANDAFB)** All abandoned vehicles will be disposed through transfer of possession to a towing company tasked with removal of vehicles at the request of Security Forces. The towing company is responsible with complying with state laws governing the transfer of unclaimed vehicles. The registered owner of the vehicle is responsible for any cost related to the impoundment of the vehicle. All correspondence related to the vehicle removal will be maintained by 377 SFS/S2I for a period of one year from the removal date of the vehicle. Additionally, the 377 SFS/S2I section retains primary responsibility for the removal of abandoned vehicles on KAFB.

3.3.5. Regardless of the disposal option selected, units must still comply with the requirements of DOD 4160.21-M, *Defense Material Disposition Manual*, and DODI 4140.62, *Material Potentially Presenting and Explosive Hazard (MPPEH)*, regarding identification and notification of owners and the time frames required for holding property before disposition. (T-0)

3.3.6. Demilitarize all unclaimed firearms. Do this through turn-in to DRMO or through destruction procedures found in DOD 4160.28-M-V3, *Defense Demilitarization: Procedural Guidance*. Demilitarize all major assemblies to preclude reuse or reassembly with other parts. (T-0)

3.3.7. The disposition of funds will be determined using guidance received from the local Comptroller and SJA. Complete DD Form 1131, *Cash Collection Voucher*, annotate disposition and have the finance representative sign the AF Form 52, if the funds are released to the Comptroller. (T-1)

3.3.7. **(KIRTLANDAFB)** Unclaimed funds turned in as found property will not exceed \$100.00 USD in the aggregate. Funds seized as evidence may be stored up to an amount not to exceed \$10,000.00 USD in the aggregate, provided the SJA approves the need to maintain the funds as evidence. The DFC will make a needs-based determination should circumstances require the temporary storage of larger amounts. At a minimum, funds in an amount larger than \$10,000 must be stored in a General Services Administration (GSA)-approved Class V security container.

3.4. Special Storage Considerations for Evidence.

3.4.1. Perishable items will be immediately photographed and kept as long as feasible. Attach the photograph to the AF Form 52. If items become rotten or evaporate due to extensive amount of time in storage, annotate the circumstances in the log book and AF Form 52. Items that could be considered a health hazard if maintained will be photographed and properly disposed of after coordination with the SJA. In addition, coordinate with SJA to determine if items can be released back to base stores (e.g., the commissary). (T-1)

3.4.1. **(KIRTLANDAFB)** Perishable items will be photographed and released back to the base stores (e.g. the Commissary, Base Exchange) by documenting the transfer of property via AF Form 52 and including the AF Form 52 in the case report for tracking purposes.

3.4.2. Flammable material will be dealt with immediately by contacting the on-call investigator who will make the decision on the safest place for storage. Coordination will be made with SJA for approval to take photographs of the item instead of storing item in the evidence room and risking contamination. Ensure the evidence room is rated to store flammable material and provide proper Hazardous Classification Marking for the type of flammable material/items stored in evidence room. Coordinate movement of flammable material/items with installation Fire Chief. (T-1)

3.4.3. Explosives not suitable for storage in the SF Armory evidence locker will be photographed and, if possible, stored at the munitions storage area. Military munitions and military explosives deemed as unstable or too dangerous for storage will be photographed and then disposed of by Explosive Ordnance Disposal (EOD) personnel upon coordination with the SJA. EOD may not dispose of fireworks without special permission from their MAJCOM or other authority having jurisdiction. (T-2)

3.4.4. Special Considerations for Controlled Substances and Drug Paraphernalia. (T-1)

3.4.4.1. Suspected drugs will not be placed in temporary evidence storage containers. An on-call investigator will be summoned to take custody of and properly store all drug evidence. (T-1)

3.4.4.2. Upon receipt of marijuana/hashish/cocaine or other illegal drugs that are not pills, the investigator/detective weighs the item using a calibrated scale and annotates the approximate gross weight (in grams) on the AF Form 52. If the weight is so small as to be negligible, state this on the AF Form 52. Ensure the description indicates if the weight includes packaging or storage container. Drugs in the form of pills will be counted instead of weighed. (T-1)

3.4.5. Special Considerations for Firearms and Ammunition.

3.4.5.1. If firearms and/or ammunition are seized as evidence, an investigator will immediately respond and assume custody of the item. Firearms will not be placed in a temporary storage container. Firearms and ammunition will not be stored in the same containers. During collection of evidence gathered from improvised explosive devices (IED), military ordnance or other explosively enhanced materials, extreme caution should be used and all explosive safety handling rules should be followed. Contact the installation's EOD unit or closest Service EOD unit to assist in the collection of the evidence if there are any concerns or unknowns associated with the material. During IED

incidents, the EOD team will assist in the collection of evidence by providing appropriate safety measures and oversight. EOD teams will not take custody of evidence nor sign collection evidence reports or receipts. (T-1)

3.4.5.2. If the evidence is considered a legal (and properly registered) weapon, which was used in the commission of a crime, the SJA will determine its disposition. (T-1)

3.4.5.3. If the evidence is a legal weapon which was not used in the commission of a crime, it will be released back to its rightful owner, providing the individual's commander and the SJA concur with the disposition. (T-1)

3.4.5.4. Any illegal firearm (or if a firearm is ordered forfeited by the court) will be destroyed upon coordination with SJA. Weapons should only be returned when they no longer have evidentiary value or are otherwise needed for the justice process. (T-1)

3.4.5.5. Upon seizure, conduct a National Crime Information Center (NCIC) query and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) eTrace database check on all firearms to determine status, legal ownership and other pertinent details. (T-0)

3.4.5.6. For storage of confiscated firearms the following applies:

3.4.5.6.1. Non DOD weapons are not required to be stored with the same physical security standards as DOD weapons. MAJCOMs or DFCs will create security standards for the storage of non DOD weapons.

3.4.5.6.2. DOD weapons will be stored IAW AFI 31-101.

CHAPTER 4

ADDITIONAL SUPPORT

4.1. Joint Drug Enforcement Team (JDET). AFOSI, in coordination with the DFC and Installation Commander, may establish an AFOSI/SF JDET. Once formed, these teams become the focal point for the USAF anti-drug efforts at the installation level. After JDET establishment, the AFOSI field unit commander/SAIC has tactical control over the team and therefore decides the type/extent of direct participation the SF member will have in AFOSI operations. JDET members are operationally controlled (OPCON) and administratively controlled (ADCON) by the host SFS, but tactically controlled (TACON) by the AFOSI detachment. JDET members are considered part of S2I.

4.1.1. An official MOA between the local AFOSI field unit commander or SAIC and the DFC, outlining personnel numbers and caseload, must be established and reviewed annually. A copy must be submitted for Major Command Security Forces Director (MAJCOM/A7S) review. No additional SF manpower will be earned for JDET support. (T-1)

4.2. Field Testing Controlled Substances. If specifically trained (i.e., MPI, other formal drug course(s) or localized training), SF can field-test suspected illegal narcotics. Contact AFOSI if a suspected substance tests positive for an illegal substance. (T-1)

4.2.1. SF investigators/detectives can obtain field-test kit training from their local AFOSI detachment or through local civilian law enforcement agencies. Annotate the training on the AF Form 623A, *On-The-Job Continuation Sheet*. This training is a one-time requirement and does not need to be re-accomplished. Once trained, a member may train other personnel on how to properly conduct field-tests.

4.2.1. (**KIRTLANDAFB**) SF Investigators may train SF personnel to conduct field testing of suspected marijuana only. SF investigators may field test suspected marijuana, hashish, other cannabis products, phencyclidine (PCP) and cocaine after completing training provided by AFOSI Detachment 116 personnel, any local/state agency, or during the MPI course. The MPI course completion certificate will serve as proof the training was completed; The Air Force Training Records (AFTR) must be updated to reflect training completion. For training completed by local/state agencies where a certificate of completion may not be issued, the training will be documented in the individual's AFTR reflecting the person/department where the training was completed. This will suffice as proof of training and is a one-time only requirement.

4.2.1.1. Training in field-testing for narcotics must address reading and recording of results, safety practices and environmental considerations.

4.2.2. S2I will notify the local AFOSI detachment anytime they are conducting a drug related investigation. (T-1)

4.3. Polygraph Support. Only AFOSI can conduct polygraph examinations in support of SF investigations. Request polygraph support in accordance with guidelines outlined in AFI 71-101, volume I. HQ AFOSI/XRZP is the office responsible to approve this support.

4.4. Technical Surveillance Equipment. AFOSI is the sole USAF agency authorized to conduct interceptions of communications for law enforcement purposes as outlined in DODD

5505.9, *Intercept of Wire, Electronic and Oral Communication for Law Enforcement*, and AFI 71-101, volume I. This prohibition does not affect administrative telephone monitoring and recording (i.e., taping of all calls terminating at the BDOC), closed circuit television for monitoring personnel entry into USAF restricted or controlled areas, monitoring confinees in a corrections facility or overt video or audio equipment installed in a marked patrol vehicle.

4.4.1. S2I may engage in overt still photographic and video surveillance as long as the audio pickup on all equipment is disabled. Before engaging in any surveillance operation, the DFC must review the surveillance plan and consult with the local SJA to ensure privacy concerns are addressed. If there is a need to use either photographic or video equipment covertly, assistance must be obtained from AFOSI. Per AFPD 71-1, *Criminal Investigations and Counterintelligence*, AFOSI is the sole Air Force agency authorized to conduct covert video and photographic surveillance activities. (T-1)

4.4.2. S2I is authorized to use overt video equipment with the audio pickup enabled to document crime scenes, accident scenes, line ups and interview sessions. Coordinate the use of video equipment with audio pickup through the local SJA to ensure privacy concerns are addressed. Entrance to interview rooms or any other office space under surveillance should be marked with posted signs that state: "Attention: All persons are subject to audio and video monitoring and/or recording while in this facility." (T-1)

4.5. Information Technology (IT) Support. Email addresses may mask the rank by allowing the identification as Investigator or Detective as appropriate. Non-investigative correspondence and official paperwork will still reflect the military investigator member's rank in the signature block.

CHAPTER 5

CONDUCTING INVESTIGATIONS

5.1. Interviews. Conduct Interviews IAW AFI 31-118. The AF Form 3985, *Interview Record*, may be used by investigators/detectives to note a suspect's desire to invoke their right to counsel.

5.2. Line ups. Line up policy can vary depending upon jurisdiction, location and local policy. Contact the local SJA office for guidance about line up procedures.

5.3. Report of Investigation (ROI) (RCS: DD-P&R(M) 1973). There are two forms of documenting investigative results: a) AF Form 3545A; or b) a formal Report of Investigation. For uniformity in reporting under the Defense Incident Based Reporting System (DIBRS), complete a report via SFMIS and attach the completed AF Form 3545A to all completed ROIs. If the report is initiated at the flight level, then the case number will stay the same as the initial report. Initiating a new case is the only time a new case number will be generated for a report. When writing an ROI, use the format in attachment 5 to maintain consistency with other DOD investigating agencies. When a formal ROI is written, only the background and synopsis are required on part IX of the AF Form 3545. The AF Form 3545 will include the following statement: "For additional information, refer to the Report of Investigation".

5.3.1. Cover Sheet. When forwarding completed ROIs and AF Forms 3545A outside SF channels, cover these documents with an AF Form 445, *Security Forces Report of Investigation Cover Sheet*. This cover sheet draws attention to the report and the responsibility on the part of the recipient to protect the potentially sensitive information contained in the report.

5.3.2. SF Notes and Supporting Documentation. All case notes, supporting documentation and other case related material that are not an exhibit must be placed in an AF Form 3987, *Case File Documents Inner Envelope*, to prevent them from getting lost and also keep them together. In order to restrict access to case notes to those with a need-to-know, seal and initial the AF Form 3987. Once complete, place the AF Form 3987, AF Form 3545, ROI and exhibits into the larger AF Form 3986, *Case File Documents Outer Envelope*, and submit to S5R.

5.3.3. S2I must maintain accurate records of their investigations. All assignments requiring investigative steps must be recorded in chronological order and monitored from date of assignment until the date the ROI is submitted to S5R.

5.4. Records Checks. SF may access personnel, Defense Eligibility Enrollment Reporting System (DEERS), medical, dental and financial records in the performance of official investigations. Investigators may use the AF Form 686, *Substantive Investigations Record Check Summary*, to collect detailed information as required on each subject during the investigation. Maintain this form with the completed ROI. (T-1)

5.5. Release of Information. AFI 51-201, *Administration of Military Justice*, outlines USAF policy on the release of statements, confessions and other forms of information relating to criminal proceedings. Consult the local SJA for clarification if needed.

5.6. Informants. S2I may gather information through the use of informants. When used, establish a central informant information file. Maintain complete security over this file by

securing it in a locked file cabinet and limit access to only the SF investigator/detective and the DFC, or as directed by court order. The DFC and lead SF investigator/detective will brief the host installation commander on the nature, scope and purpose of the S2I informant program. The briefing will be documented and retained within the S2I office. (T-2)

5.6.1. Instructions will be given to the informant to ensure they know when and how to contact the SF investigator/detective for any type of emergency. The SF investigator/detective should also know when and how to contact their informant. All informants' training will be documented in the informant file. The informant will be given specific instructions and training before any tasks are given. They will be briefed on all safety precautions, what to do in an emergency and their limitations. The SF investigator/detective will ensure the informant understands the difference between providing an opportunity for a suspect to violate the law versus providing the inspiration. They will additionally be trained on the law regarding entrapment. Contact the local SJA prior to conducting a non-custodial interview if any questions concerning the suspect's status exists. (T-2)

5.6.2. Generally, the defense of entrapment exists when the design or suggestion to commit the offense originated with the government and the accused had no predisposition to commit the offense. The "government" includes agents of the government and individuals cooperating with the government, such as informants. The fact that individuals acting for the government afford opportunities or facilities for the commission of an offense does not constitute entrapment. Entrapment occurs when the criminal conduct is the product of the creative activity of government law enforcement agency activities. If there is concern about entrapment, contact the local SJA office.

5.6.3. Maintain all known information on informants, including their background, current and previous occupation(s), attitude and motivation for cooperation, criminal record (if applicable), reliability and data on each case for which the informant has provided information. Also maintain information on each contact with the informant. This includes the time and place of each contact, individuals present, information provided by the informant, direction or tasking given by the SF investigator/detective and money spent, if any, for the information provided. When documenting information on informants, use the format in attachment 6. Ensure preapproval is received, in writing, from the DFC prior to any expenditure of funds while working confidential informants. Request reimbursement for expenditures as outlined in paragraph 2.7. (T-2)

5.6.4. The informant file, because of its confidential nature, is exempt from Non-Inspector General Inspections unless specifically authorized by the DFC.

5.6.5. Contact AFOSI if an informant desires to provide information for financial gain, provides information not in the investigative purview of SF or has access to criminal activity that could result in them being threatened or harmed.

5.6.6. S2I will provide AFOSI the name and unit of potential informants prior to recruitment. S2I will also brief OSI on the nature of the criminal investigation in which each informant is being or will be used and any additional information requested by OSI. On at least a monthly basis, or more often if requested, S2I will provide updated informant information to OSI to eliminate conflicts. Should the local OSI field unit commander/SAIC disagree with S2I's intent to recruit an individual as an informant, he/she will discuss the

matter with the DFC to seek resolution. S2I will not pursue recruitment if the OSI field unit CC/SAIC indicates either to do so would interfere with an OSI investigation/operation or the informant is currently working on behalf of OSI or another federal agency. Should the informant provide information on crimes within OSI's investigative responsibility, S2I will refer the matter to OSI and will work with OSI to secure the informant's cooperation. OSI will subsequently apply its rules governing the handling of informants.

5.7. Field Interview Data. AF Form 3907, *Security Forces Field Interview Data*, will be used to record interactions with suspicious individuals and people being interviewed as part of the investigative process in the field. Data obtained from the AF Form 3907 should be compared by S2I against reported criminal activity to obtain possible leads. Refer to S5R section for disposition.

5.7. (KIRTLANDAFB) AF Form 3907, Security Forces Field Interview Data forms. Will be entered into the S2I 3907 electronic database for daily use. Paper copies will be maintained and disposed of according to current AFRIMS disposition schedule.

5.8. Defense Clearance and Investigations Index (DCII). The purpose of indexing a participant (Subject and Deceased) or entity (company) in DCII is to ensure that pertinent information contained in an ROI is retrievable during future law enforcement or security inquiries. AFOSI is the designated agency for the USAF to enter and retrieve data from DCII. Further information can be found in AFI 31-118. **NOTE:** AFOSI is responsible for indexing the participants of SF investigations into DCII IAW the indexing standard described in Department of Defense Instruction (DODI) 5505.7, *Titling and Indexing Subjects of Criminal Investigations in the Department of Defense*.

5.8.1. The SF investigator/detective is responsible for providing complete and accurate identifying information for each participant that must be indexed. The local S5R will provide AFOSI with all original documents for indexing and archiving. (T-0)

5.8.2. Searching. The DCII has a central file search and retrieval capability. SF investigators/detectives may request searches of DCII through their local AFOSI detachment. This search discloses any DOD investigative files on individuals. Such searches may provide valuable investigative leads and background on individuals involved in ongoing investigations or individuals considered for use as informants.

5.8.2.1. DCII search results only shows case file numbers and the status of the person as associated with the file (subject, victim or incidental). A DCII file number may show a person as a 'subject' of a file, but the file may only pertain to a counterintelligence polygraph, a background investigation or other activities. The presence of a file number may not be a direct indication that a person has been or is currently involved in actual criminal activity. Upon S2I's request, the local AFOSI detachment may search additional federal agency databases as needed to provide more information.

5.8.3. Indexing. S5R will provide originals of all completed ROIs, AF Forms 3545A and USDCVN 1805, *United States District Court Violations Notice*, for crimes meeting the DCII indexing standard IAW DODI 5505.7, to the local AFOSI detachment. AFOSI will be responsible for the filing and storage of these documents. S5R will be responsible to answer any Freedom of Information Act (FOIA) requests made concerning these reports until AFOSI has taken complete control of the case and a copy of the report is no longer available. (T-0)

5.8.4. SF will only utilize AFOSI to index in DCII until the capability is developed into SFMIS.

5.9. Financial Investigations. Refer to DODI 5400.15, *Guidance on Obtaining Information from Financial Institutions*, for the DOD policy on gaining access to financial records maintained by financial institutions.

5.10. Investigation of Sexual Misconduct. See attachment 2 of AFI 71-101, volume 1, for the types of sexual misconduct cases S2I may investigate.

5.10.1. Misconduct allegations brought to SF against DOD civilian and military personnel involving only adult private consensual sexual acts will be referred by SF to an action authority (normally the suspect's commanding officer or supervisory chain of command), unless the consensual sexual acts involve an authority figure as defined in AFI 71-101, volume 1. AFOSI investigates unprofessional relationships involving an authority figure and either vaginal intercourse, oral or anal sodomy, penetration of the vagina or anus, or the fondling of the genitalia or female breasts, in violation of Article 92. (T-2)

5.10.1.1. An action authority evaluates allegations involving only adult private consensual sexual misconduct according to DODI 5505.8, *Investigation of Sexual Misconduct by the Defense Criminal Investigative Organizations and Other DOD Law Enforcement Organizations*. Action authorities normally act on such allegations without the investigative services of AFOSI or S2I.

5.11. Sex Crimes. Refer to AFI 71-101, volume 1, attachment 2, to determine whether OSI or S2I has investigative responsibility for a specific offense. Security Forces will not investigate Sexual Assaults IAW AFI 71-101, volume 1.

5.12. Fingerprinting Suspects under Investigation. Refer to AFI 31-118.

5.13. DNA Collection Requirement for Criminal Investigations. Refer to AFI 31-118.

5.14. Obtaining Bad Checks from Army and Air Force Exchange Service (AAFES). SF investigators/detectives may obtain copies of bad checks from a local AAFES via the Fraud Watch program. The documentation can be provided by either loss prevention personnel or management.

5.14.1. If S2I receives a copy of a check, it may be placed in the case file as an exhibit. (T-1)

5.15. Computer Crimes. SF investigators/detectives may seize a government computer, laptop, Blackberry or other electronic device upon coordination with the Information Technology (IT) section of the suspect's unit and in coordination with the servicing legal office. Seizure of the electronic equipment should be logged via AF Form 52. IAW AFI 71-101, volume 1, AFOSI provides computer crime investigative expertise for all investigations in which computers are used as a tool in the commission of a crime, may contain evidence of a crime or are the target of a crime. When seizing a personal computer, investigators may contact AFOSI for advice/assistance if necessary. Agents are trained to prevent loss of information during seizure and are armed with tools enabling them to identify and collect probative digital evidence.

5.15.1. When seizing a government computer, investigators/detectives will photograph what is immediately displayed on the desktop (monitor) and unplug the computer from the power source. DO NOT power off a computer as this will write to files on the computer. When

seizing a personal computer contact AFOSI for assistance. AFOSI has equipment to image the device preventing the loss of information.

5.15.2. Do not make any attempts to copy or view hard drives or cell phones associated with computer crimes and other matters AFOSI investigates per attachment 2 of AFI 71-101, volume 1. Refer the allegation to AFOSI. S2I must also immediately notify AFOSI when it is determined a computer has been used to commit a crime falling within S2I's investigative responsibility.

5.15.3. If S2I requires assistance for computer crimes, contact the local AFOSI office, Defense Computer Forensics Laboratory (DCFL) or coordinate via MOA/Memorandum of Understanding (MOU) with local civilian crime lab.

5.16. Fatal Vehicle Accidents. Fatal vehicle accidents without suspected homicide or suicide are investigated by a certified traffic investigator. Due to the extreme nature of the accident, S2I may assist the traffic investigator. For further information on accidents refer to AFI 31-218(I), *Motor Vehicle Traffic Supervision*, and AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*.

5.17. Crime Scene Investigations. There is no steadfast rule that can be applied to defining the dimensions of a crime scene. Every crime scene is dynamic, so the information following is a rule of thumb to assist investigators with decision making. Valuable physical evidence is normally found at or near the site where the most critical action was taken by the criminal against the victim or property. Crime scene processing is important because it meets legal requirements concerning evidence when the SF investigator/detective can identify each piece of evidence, describe the exact location of the item, indicate when the item was collected, and maintain and demonstrate proper chain of custody. The SF investigator/detective or a trained crime laboratory technician must also describe changes that may have occurred in the evidence between the time it was collected and its introduction as evidence before the court.

5.17.1. Assess the Scene. Crime scene assessment is necessary to allow the SF investigator/detective in charge to determine the type of incident to be investigated and the level of investigation to be conducted. Plan accordingly for the coordinated identification, collection and preservation of physical evidence, and for the identification of witnesses. During the scene assessment, an exchange of information between law enforcement personnel can occur. Immediately upon notification, document the time, date and incident. Upon arrival, document the time and weather conditions. The SF investigator/detective in charge identifies specific responsibilities, shares preliminary information and develops investigative plans according to USAF policies, federal, state, local laws and the laws of the host nation when applicable.

5.17.1.1. Evaluate search and seizure issues to determine the necessity of obtaining consent to search and/or the requirement of obtaining a search authority on a base or installation.

5.17.1.2. Evaluate and establish a path of entry and exit to the scene to be used by authorized personnel, such as medical, Hazardous Material (HAZMAT) and other law enforcement agencies, if not already accomplished by first responders.

5.17.1.3. Determine and prioritize the number and size of the scenes. Establish and maintain communication with first responders when multiple scenes exist.

5.17.1.4. Determine and request additional investigative resources as required, such as personnel, specialized units, legal consultation, prosecutors and equipment.

5.17.1.5. Ensure witnesses, suspects and/or victims to the incident are identified and separated.

5.17.1.6. Ensure the surrounding area is canvassed and the results documented.

5.17.1.7. Ensure the preliminary documentation, such as notes, photographs and sketches of the scene, is complete. The initial photographs should include any injured individuals and vehicles involved in the incident.

5.17.2. Crime Scene Photographs. The crime scene is photographed as soon as possible and before any evidence is disturbed. Photographs are not a substitute for crime scene sketches. All photographs are documented in a photograph log with camera positions indicated on a sketch. The crime scene photograph log records the photograph, describes the type of photograph, the precise photograph location and the identifying data recorded as each shot is taken. Base alert photographers may be used with S2I accompanying to ensure proper photos are captured.

5.17.2.1. One of the most important elements in investigative photography is maintaining perspective. Photographs must reproduce the scene as it would appear to someone standing in the photographer's shoes with the same impression of relative position and size of visible objects. Any significant distortion in perspective will reduce, or destroy altogether, the evidentiary value of the photography.

5.17.2.2. Photograph evidence before recovery.

5.17.2.2.1. Ensure that a progression of overall, medium and close-up photographs of any objects of evidence are taken.

5.17.2.3. Photograph the interior crime scene using a series of overlapping 360° photographs and a wide-angle lens.

5.17.2.4. Photograph the exterior crime scene establishing the location of the scene by a series of overall photographs including landmarks. Photographs should have 360° coverage.

5.17.2.4.1. Consider aerial photography to capture large areas, roads and other means of approach or departure. Coordinate with the installation photography office on proper aerial-photography techniques.

5.17.2.5. All evidence should be photographed three times. An evidence establishing photograph should be taken to show the evidence and its position in relation to other evidence. A close-up photograph that fills the frame should be taken with and without a ruler.

Chapter 6 (Added-KIRTLANDAFB)

AIR FORCE LAW ENFORCEMENT TERMINAL SYSTEM (AFLETS)/ NEW MEXICO LAW ENFORCEMENT TERMINAL SYSTEM (NMLETS)/ NATIONAL CRIME INFORMATION CENTER (NCIC)

6.1. (Added-KIRTLANDAFB) The Lead Investigator and/or NCOIC of Investigations will: Serve as the 377 SFG Terminal Area Coordinator (TAC) for the NMLETS, National Law Enforcement Terminal System (NLETS) and the focal point for the NCIC program. The AFLETS/NMLETS/NCIC Terminal is For Official Use Only (FOUO). The system accesses information that must be safeguarded at all times. All printouts not included in a report, citation or forwarded to S2 for use will be destroyed immediately. The TAC and alternate have sole responsibility for system management, training certification management and records keeping. TACs are enabled to reset passwords, unlock accounts and troubleshoot the system as required.

6.2. (Added-KIRTLANDAFB) Only individuals with user name/passwords will: Be allowed to access the terminal. Operators will not allow other operators or uncertified personnel the use of their profile. Operators in training will be supervised by a certified operator at all times until he/she receives full certification. Operators must be physically present at all times while logged into the system.

6.3. (Added-KIRTLANDAFB) All Interstate Identification Index (III) transactions may: Be processed only after receiving an official background check request form. Only the information obtained thru the system may be released to requestors. NCIC printouts are not releasable to requestors; the only exception to this policy is a background check request by SJA. All other requests must be approved by the TAC prior to being conducted. The TAC will be the final authority on release of information for all cases. Unauthorized use of the terminal and information provided may result in disciplinary action and automatic suspension/revocation of privileges. Any personnel whose access was suspended must re-accomplish the training and pass a written evaluation within 30 days of their suspension for their access to be reinstated.

6.4. (Added-KIRTLANDAFB) Training and certification: Will be conducted only by fully certified operators. Access into Open Fox Messenger and Law Enforcement Agency Data System (LEADS) operating systems will be granted only by the TAC or alternate TAC once a request is made by the individual's flight chief/section head in writing. Operators in training will have 45 calendar days to pass the on-line certification test once they receive their initial logon and password. Any training extensions must be filed in writing to the TAC including the reason for extension and a test completion plan. Operators in training will be allowed a one-time 15 day extension to complete certification. A test failure may also receive a one-time 15 day extension after a written extension request including a remedial training plan is received by TAC. A second test failure will result in the individual being removed from the NCIC training/certification process. Additionally, all personnel receiving disciplinary action resulting in non-judicial punishment within a 12 month period of account request will be denied access to the system. Other forms of disciplinary action will also be included in the decision to grant access to personnel; any action that puts the individual's reliability in question will be used as grounds to deny that person system access. The unit TAC makes final determination on all user access requests.

Chapter 7 (Added-KIRTLANDAFB)

DEPARTMENT OF DEFENSE LAW ENFORCEMENT DEFENSE DATA EXCHANGE (D-DEX), LINX, LAW ENFORCEMENT NATIONAL DATA EXCHANGE (N-DEX)

7.1. (Added-KIRTLANDAFB) Security Forces investigators: Should obtain D-DEX accounts to achieve maximum benefit from these systems; D-DEX users will have full access to LInX information. Initial training and an agreement to use the system only for lawful purposes are required before accessing the system. All personnel will be required to fill out a DD Form 2875. There are various features allowing for automated system administration, self-service password help, and additional video training modules. At Kirtland AFB, The 377 SFS/S2I section is designated as the unit system administrator. System administrators will be able to create accounts, disable accounts, grant and deny user access requests and block reports.

7.2. (Added-KIRTLANDAFB) Training and certification. All prospective D-DEX users are required to complete a basic training course prior to accessing the data in the system. Normally, the D-DEX System Administrators are responsible for providing this training although they may also certify others as D-DEX Trainers. Trainers must complete the required training and exhibit the ability to train others on the system. Training will be documented in AFTR. All D-DEX users are required to provide a reason for system access. Unit system administrators are responsible for approving user access requests to MAJCOM administrators and creating user accounts once approval is granted. Unit administrators will determine user access based on mission needs and will grant/deny access using the same guidelines for NCIC access as described in paragraph 6.4 of this publication. Unit D-DEX administrators will make final determination on all user access requests.

7.3. (Added-KIRTLANDAFB) Data derived from D-DEX/LInX may: Be used for the primary purposes of rapid identification of suspects, resolution of suspicious incidents, and lead generation to solve crimes without further authorization. However, all D-DEX information derived from other agencies, including any analytical products, may not be used as a basis for action or disseminated outside of the D-DEX program for any purpose or in any other manner, unless the person making the inquiry first obtains the express permission of the agency or agencies that contributed the information. Included within the prohibition are any specific inclusion of D-DEX/LInX information in an official case file and any use of such information in the preparation of judicial process such as affidavits, warrants, or subpoenas.

7.4. (KIRTLANDAFB) Added) D-DEX/LInX policy prohibits: The use of these systems for employment background investigations with the exception of backgrounds conducted on prospective employees of one's own agency. In other words, D-DEX inquiries may be run during investigations on Security Forces employees or prospective employees. It generally may not be run for other purposes such as, general licensing, eligibility for federal or state benefits, or background investigations for other agencies. This prohibition does not apply to background type inquiries conducted as part of any criminal or CI/CT investigation.

7.5. (Added-KIRTLANDAFB) When D-DEX/LInX/N-DEX information is summarized or otherwise documented: The user shall indicate that the information was obtained from the contributing agency and not D-DEX/LInX/N-DEX. A user may put very general comments on D-DEX/LInX/N-DEX in Security Forces' reports. For example, a Security Forces Report of

Investigation (ROI) (OPEN) may contain this or similar language: “Reporting Investigator queried the D-DEx/LInX/N-DEx systems, which showed that Subject was identified as being a victim of a burglary investigated by XYZ Police Department in 2006 under report # 123456. LInX records also indicated Subject was arrested for DUI by XYY PD in 2007 under citation number 34567 and FBI# XX34561. The official records of these incidents will be requested from XYZ and XYY Police Departments. No official action will be taken without the official documents or communications with the originating agency”. The actual reports of the burglary and DUI should be sought from the police department if relevant and permission should be requested to include the report, or a summary of it.

7.6. (Added-KIRTLANDAFB) The decision to temporarily print inquiry results in the LInX program: Is made by the regional Board of Governance or N-DEX. These governing bodies generally permit the temporary printing and retention of the copy for a period not to exceed 72 hours. These regional LInX rules are incorporated in the LInX operating system, which prevents printing if printing is not authorized from a particular region represented in the result set. Each printed document contains a caveat showing who printed the material and when it must be destroyed. Within the D-DEx program, temporary printing of any information is authorized following the same 72-hour retention period. Printed D-DEx/LInX results are not to be filed in case files. System Administrators will monitor compliance through the case review and audit processes. Most LInX regions and D-DEx permit the printing of photographs (mug shots) obtained from the system. The retention of these photographs follows the same 72-hour restriction unless they are used in a photographic line-up. In that case, the contributing agency should be contacted to validate the photograph and that the photograph is handled per current policy. Unauthorized use, which includes requests, dissemination, sharing, copying or receipt of D-DEx/LInX information, could result in civil proceedings against the United States Air Force Security Forces and/or criminal proceedings against any user or other person involved. All violations should be reported to the NCIS LInX/D-DEx Division.

7.7. (Added-KIRTLANDAFB) Audits of Security Forces use of the D-DEx system will: Be conducted at least once per year. These audits consist of a sampling of all users and a completed review of particular individual users as warranted. The system allows for precise auditing by username, date and time. **NOTE:** Administrators should audit 25% of their personnel quarterly. This process will make it easier for annual audits. Questionable transactions will be researched and provided to the appropriate oversight entity only when necessary.

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DCS/Logistics, Installations & Mission Support

(KIRTLANDAFB)

ERIC FROEHLICH, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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AFI 36-3014, Clothing Allowances For Air Force Personnel, 22 May 2007

AFI 51-201, Administration of Military Justice, 21 Dec 2007

AFI 71-101, Vol. 1, Criminal Investigations Program, 8 Apr 2011

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 12

AFMAN 31-222, *Air Force Use of Force Manual*, 18 Feb 2009

AFMAN 31-229, *Air Force Weapons Handling Manual*, 12 May 2004

AFMAN 33-363, *Management of Records*, 1 Mar 2008

UCMJ Article 31, *Compulsory self-incrimination prohibited*

DTM 09-001 DOD Force Protection Threat information

Forms Prescribed.

AF Form 445, *Security Forces Report of Investigation Cover Sheet*

AF Form 686, *Substantive Investigations Record Check Summary*

AF Form 688A, *Security Forces Investigator Credential*

AF Form 688B, *Security Forces Detective Credential*

AF Form 3907, *Security Forces Field Interview Data*

Forms Adopted.

AF Form 310, *Document Receipt and Destruction Certificate*

AF Form 3986, *Case File Document Outer Envelope*

AF Form 3987, *Case File Document Inner Envelope*

AF Form 523, *USAF Authorization to Bear Firearms*

AF Form 623A, *On-The-Job Continuation Sheet*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2096, *Classification/On-the-Job Training Action*

AF Form 3545, *Security Forces Incident Report*

AF Form 3545A, *SFMIS generated Security Forces Incident Report*

AF Form 3985, *Interview Record*

DD Form 1131, *Cash Collection Voucher*

DD Form 2922, *Forensic Laboratory Examination Request*

DA Form 4137, *Evidence/Property Custody Document*

Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

USDCVN 1805, *United States District Court Violations Notice*

Abbreviations and Acronyms

A7S—Director, Security Forces

AAFES—Army and Air Force Exchange Service

ABU—Airman Battle Uniform

ADCON—Administrative Control

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

APO—Army Post Office

BDOC—Base Defense Operations Center

BITC—Base Information Transfer Center

CDI—Commander-Directed Investigation

CI—Confidential Informant

COCO—Contractor Owned/Contractor Operated

COMSEC—Communication Security

CP—Civilian Police

DA—Department of the Army

DD—Defense Department

DAF—Department of the Air Force

DAFC—Department of the Air Force Civilian

DCII—Defense Clearance and Investigations Index

DEERS—Defense Eligibility Enrollment Reporting System

DFC—Defense Force Commander

DIBRS—Defense Incident-Based Reporting System

DNA—Deoxyribonucleic Acid

DOD—Department of Defense

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DRMO—Defense Reutilization Management Office

EC—Evidence Custodian

EOD—Explosive Ordnance Disposal

FDLE—Florida Department of Law Enforcement

FM—Field Manual

FMR—Financial Management Regulation

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FSC—Forensic Science Consultant

FSS—Force Support Squadron

GOCO—Government Owned/Contractor Operated

GSA—Government Services Administration

HAZMAT—Hazardous Material

HQ—Headquarters

IAW—In Accordance With

IT—Information Technology

JDET—Joint Drug Enforcement Team

MAJCOM—Major Command

MDG—Medical Group

MFR—Memorandum for Record

MilPDS—Military Personnel Data System

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPI—Military Police Investigator

NCIC—National Crime Information Center

NCOIC—Noncommissioned Officer in Charge
OJT—On-the-Job Training
OPCON—Operational Control
OPR—Office of Primary Responsibility
OPSEC—Operations Security
PIF—Personnel Information File
PCS—Permanent Change of Station
ROI—Report of Investigation
RDS—Records Disposition Schedule
S2I—Security Forces Investigations
S5R—Security Forces Administration and Reports Branch
SAIC—Special Agent in charge
SNCO—Senior Noncommissioned Officer
SEI—Special Experience Identifier
SF—Security Forces
SFMIS—Security Forces Management Information System
SFS—Security Forces Squadron
SIPRnet—Secret Internet Protocol Router Network
SJA—Staff Judge Advocate
SOFA—Status of Forces Agreement
SSN—Social Security Number
TDY—Temporary Duty
TACON—Tactical Control
UCMJ—Uniform Code of Military Justice
USAF—United States Air Force
USACIL—United States Army Criminal Investigations Laboratory
USC—United States Code
USDCVN—United States District Court Violations Notice

Attachment 1 (KIRTLANDAFB)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 01 March 2008
AFI 31-101, *Integrated Defense*, 7 March 2013
AFI 31-115, *Security Forces Investigations Program*, 10 November 2014
AFI 71-101, *Volume 1, Criminal Investigations Program*, 4 Feb 2015

Adopted Forms

AF Form 523, *USAF Authorization to Bear Firearms*
AF Form 688, *Security Police Investigator Credential*
AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 1297, *Temporary Issue Receipt*
AF Form 3907, *Security Forces Field Interview Data*

Abbreviations and Acronyms

ABW-Air Base Wing
AFNWC – Air Force Nuclear Weapons Center
AFRIMS- Air Force Records Information Management System
AFTR – Air Force Training Record
APD – Albuquerque Police Department
CC – Commander
D-DEx- Department of Defense Law Enforcement Defense Data Exchange
DPS – Department of Public Safety
FPI – Force Protection Intelligence
FPIT – Force Protection Intelligence Training
III – Interstate Identification Index
KAFB – Kirtland Air Force Base
LEADS-Law Enforcement Data System
LInX- Law Enforcement Information Exchange
NDEX- Law Enforcement National Data Exchange
NLETS- National Law Enforcement Terminal System
NMLETS- New Mexico Law Enforcement Terminal System
S2I – Security Forces Investigations
SFG – Security Forces Group
SFS- Security Forces Squadron
TAC – Terminal Agency Coordinator
USAO- United States Attorney's Office
VWAP- Victim and Witness Assistance Program

ATTACHMENT 2

SAMPLE AF FORM 797 (NOTE: TRAINING REFERENCES NOT ACCURATE AND ARE FOR SAMPLE PURPOSES)

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	1	Understand/Explain Investigative Jurisdiction, Roles and Responsibilities (AFI 31-201, Chap 6; AFI 31-206, Chap 1, para 2.1, 2.2, 2.3 and Atch 2; AFH 31-218, V1, Chap 3; USFJI 31-203)					
*	2	Explain/Perform Investigative Purview (AFI 31-206, Atch 2)					
*	3	Explain/Perform investigations (AFI 31-206; FM 19-10 Part 3)					
*	4	Explain /Demonstrate use and protection of AF Form 688, Security Forces Investigator Credentials (AFI 31-206, para 2.2.)					
*	5	Explain/Demonstrate Military Justice (UCMJ Articles 1-25; RCM 201-204, 301-308)					
*	6	Explain/Demonstrate use of Investigative Matrix (AFI 31-206, Atch 2 and AFI 71-101, Atch 2)					
*	7	Arming and Use of Force (AFI 31-206, paragraph 2.4 and AFI 31-207)					
*	8	Carrying Concealed weapons Arming and Use of Force (AFI 31-206, paragraph 2.4 and AFI 31-207)					
*	9	Explain/Demonstrate use and protection of AF Form 523, USAF Authorization To Bear Firearms (AFI 31-207)					
*	10	Explain/Demonstrate Employment of Military Working Dog (MWD) Teams (FM 19-10, Chapter 11)					
*	11	Explain/Research crimes (MCM Articles 77 - 134)					
*	12	Explain/Demonstrate arson investigation (FM 19-20, Chap 20; MPI Handbook and UCMJ Art 126)					
TRAINEE NAME			CFETPLUGS NUMBER SF INV 3P071		PAGE NO. 1 of 10		

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	13	Explain/Demonstrate assault investigation (FM 19-20, Chap 16; MPI Handbook and UCMJ Art 128)					
*	14	Explain/Demonstrate bad checks investigation (FM 19-20, Chap 16; MPI Handbook and UCMJ Art 123a, 134)					
*	15	Explain/Perform the proper procedures for Obtaining Bad Checks from AAFES (AFI 31-206, paragraph 2.25)					
*	16	Explain/Perform the proper procedures for Obtaining Bad Checks from financial institutions (AFI 31-206 and DoD 5400.12)					
*	17	Explain/Demonstrate bomb threat investigation (FM 19-10 Chap 20; AF Form 440 and MPI Handbook)					
*	18	Explain/Demonstrate burglary, housebreaking and unlawful entry investigation (FM 19-20; MPI Handbook; UCMJ Art 129, 130, 134)					
*	19	Explain/Demonstrate computer crime investigations (MPI Handbook and SFOI Checklist)					
*	20	Explain/Demonstrate customs violations investigation (FM 19-20, Chap 17; MPI Handbook and UCMJ Art 122)					
*	21	Explain/Demonstrate drug abuse investigation (AFI 31-206, Atch 2 and MPI Handbook)					
*	22	Explain/Perform Financial Investigations (AFI 31-206, paragraph 2.21; DoD 5400.12; DD Form 2563, (RCS: DD-DA&M(A) 1538) and Financial Privacy Act of 1978)					
*	23	Explain/Demonstrate DD Form 2563, Department of Defense Right to Financial Privacy Act Report (AFI 31-206, para 2.21.7.1. and DoD 5400.12)					
*	24	Explain/Demonstrate forgery investigation (AFI 31-206, Atch 2)					
TRAINEE NAME			CFETPLJSS NUMBER SF INV 3P071		PAGE NO. 2 of 10		

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	25	Explain/Demonstrate fraud against the U.S. Government investigation (FM 19-20, Chap 22)					
*	26	Explain/Demonstrate larceny investigation (FM 19-20, Chap 14 ; MPI Handbook and UCMJ Art 121)					
*	27	Explain/Demonstrate misconduct and suicidal gestures investigation (AFI 31-206, Atch 2)					
*	28	Explain/Demonstrate security violations investigation (AFI 31-206 and 31-401)					
*	29	Explain/Demonstrate Sexual Misconduct Investigation (AFI 31-206, para 2.22.; FM 19-20, Chap 18 and DoDI 5505.8)					
*	30	Explain/Perform the proper procedures for Fingerprinting Military Suspect Under Investigation (AFI 31-206, paragraph 2.24.; DoDD 5505.11; FD-249; R-84; FM 19-20, Chap 7 and FBI Bulletin)					
*	31	Explain/Demonstrate FD-249, FBI Fingerprint card (AFI 31-206 and FBI Bulletin)					
*	32	Explain/Demonstrate lifting Fingerprints from crime scenes and evidence (FM 19-20, Chap 7 and MPI Handbook)					
*	33	Explain/Demonstrate on-base vehicle death investigations (FM 19-20, Chap 19)					
*	34	Explain/Perform Legal Considerations and Provisions procedures (AFI 31-206; AFI 31-218; MCM; AFI 31-201 and ESBI G-5)					
*	35	Explain/Perform the proper procedures for Crisis Intervention/Crime and Incident Scene (AFI 31-201; MCM; Army FM 19-10 & 19-20; AFH 311-218 and AFOSIH 71-24)					
*	36	Explain/Perform Victim/Witness Assistance Program (VWAP) procedures (AFI 31-206, paragraph 2.23; DoDD 1030.1; AFI 51-201, and DD Form 2701)					
TRAINEE NAME			OFETPLUS NUMBER		PAGE NO.		
			SF INV 3P071		3 of 10		

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JOBS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	37	Explain/Perform Line ups procedures (AFI 31-206, paragraph 2.13 and FM 19-20, Chap 4)					
*	38	Interviews/Interrogations/Statements/Confessions (AFI 31-206, paragraph 2.12; Article 31 UCMJ; 5th Amendment US Constitution; AF Form 1168; AF Form 3985; Jencks Act and AFVA 31-231)					
*	39	Explain/Perform the proper procedures for Release of Inmates or Detained Person (AFI 31-206, paragraph 2.12.; DD Form 2708; HQ USAF/CC, PACAF/CC and 18 SFS/CC Memo)					
*	40	Explain/Demonstrate Suicide Awareness (MPI Handbook)					
*	41	Explain/Perform indoor crime scene processing (FM 19-20, Chap 12; AFOSIH 71-124, and MPI Handbook)					
*	42	Explain/Perform outdoor crime scene processing (FM 19-20, Chap 12; AFOSIH 71-124, and MPI Handbook)					
*	43	Explain/Demonstrate vehicle crime scene (MPI Handbook)					
*	44	Explain/Demonstrate Crime scene photography (FM 19-20, Chap 3)					
*	45	Explain/Demonstrate crime scene sketch (FM 19-20, Chap 3 and MPI Handbook)					
*	46	Explain/Demonstrate assignment of case number(s) (AFI 31-206)					
*	47	Explain/Demonstrate logging and tracking of cases (SFOI Checklist)					
*	48	Explain/Demonstrate search and seizure procedures (AFI 31-201 Chap 8; AFI 31-201, V2, Chap 1; AFMAN 31-201, V2, para 1.1., 1.2.; FM 19-10, Chap 9; MRE 311-317 and 4th Amendment of the US Constitution)					
TRAINEE NAME			C/ETP/JSS NUMBER SF INV 3P071			PAGE NO. 4 of 10	

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JOBS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	49	Explain/Complete AF Form 1364, Consent for Search and Seizure (AFI 31-201, V2, para 1.1.4.4. and AFM 31-201, V7)					
*	50	Explain/Complete AF Form 1176, Authority to Search and Seize (AFI 31-201, V2, para 1.1.3. and AFM 31-201, V7)					
*	51	Explain/Complete search and seizure affidavit (probable cause statement) (AFI 31-201 V2, para 1.1.3.2. and AFI 31-201, V7, page 58)					
*	52	Explain/Demonstrate apprehension in on-base domicile (AFMAN 31-201 V2, para 2.1. and AF Form 3226)					
*	53	Explain/Demonstrate apprehension in off-base domicile (AFMAN 31-201 V2, para 2.2.)					
*	54	Explain/Perform the proper procedures for Handling Evidence (AFI 31-206, paragraph 2.6 and AF Form 52)					
*	55	Explain/Complete AF Form 52, Evidence Tag (AFI 31-206, para 2.6.1.1.; AFI 31-201, V7, para 1.1., Attach 2 and AFM 31-201, Vol 7)					
*	56	Explain/Complete Marking evidence: Time, Date, and Initials (AFI 31-206, para 2.6.1.2.)					
*	57	Explain/Demonstrate eight (8) step identification method description (MPI Handbook)					
*	58	Explain/Demonstrate procedures for recording evidence in evidence log book (AFI 31-206, para 2.6.1.2.)					
*	59	Explain/Demonstrate evidence inventory (AFI 31-206, para 2.6.1.8. and AR 195-5)					
*	60	Explain/Demonstrate evidence custodian's duties and responsibilities (AFI 31-206, and local checklist)					
TRAINEE NAME			CFETPLUGS NUMBER SF INV 3P071			PAGE NO. 5 of 10	

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JOS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	61	Explain/Demonstrate evidence storage procedures: Property, Firearms, Currency, and Drugs (AFI 31-206, para 2.6.)					
*	62	Explain/Demonstrate evidence disposition (AFI 31-206, para 2.6.)					
*	63	Explain/Demonstrate evidence destruction procedures (AFI 31-206, para 2.6.)					
*	64	Explain/Perform packaging and sending evidence to USACIL (FM 19-20, Appendix and USACIL Bulletins)					
*	65	Explain/Complete AF Form 1880, Forensic Laboratory Examination Request (AFI 31-206, and USACIL Bulletins)					
*	66	Explain/Demonstrate weighing of evidence (AFI 31-206 and MPI Handbook)					
*	67	Explain/Demonstrate Preservation of Evidence (FM 19-20 and MPI Handbook)					
*	68	Explain/Demonstrate Pharmacy Fold (MPI Handbook)					
*	69	Explain/Demonstrate casts and molds (FM 19-20, Chap 8 and MPI Handbook)					
*	70	Explain/Demonstrate glass fractures and fragments collection (FM 19-20, Chap 10)					
*	71	Explain/Demonstrate trace evidence collection (FM 19-20, Chap 11 and MPI Handbook)					
*	72	Explain/Demonstrate controlled area procedures (Evidence room) (AFI 31-101)					
TRAINEE NAME			CETPLUGS NUMBER		PAGE NO.		
			SF INV 3P071		6 of 10		

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	73	Explain/Perform testimonial evidence procedures (AFMAN 31-201 V2 Chap 6 and MPI Handbook)					
*	74	Explain/Perform Records Checks procedures (AFI 31-206, paragraph 2.15, 2.19, 2.29; AFI 31-201, chapter 9; AF Form 686, AFLETS/SFMIS/AMJAMS/DCII & NCIC Checks)					
*	75	Explain/Complete an AF Form 686, Substantive Investigative Records Check Summary (AFI 31-206, paragraph 2.1.5.)					
*	76	Explain/Perform Unit personnel Record Group (UPRG) check procedures (SFOI Checklist)					
*	77	Explain/Perform Personal Information File (PIF) procedures (SFOI Checklist)					
*	78	Explain/Demonstrate Medical Records Review (SFOI Checklist)					
*	79	Explain/Perform Investigative Checks: DCII/NCIC, AMJAMS, SFMIS (SFOI Checklist)					
*	80	Explain/Demonstrate scheduling interviews (MPI Handbook)					
*	81	Explain/Demonstrate Right Advisement (UCMJ Article 31; 5TH Amendment of U.S. Constitution; MRE 304, 305 and AFMAN 31-102 V2, Chap 3)					
*	82	AFVA 31-231, Advisement of Rights Card (AFI 31-206)					
*	83	AF Form 1168, Statement of Suspect/Witness/Complainant (AFI 31-201 Chap 14 and AFM 31-201, V7)					
*	84	Explain/Demonstrate Interview and Interrogations (AFI 31-201 V2, Chap 4; AFI 31-206, para 2.12.; FM 19-10, pg 153-156, and FM 19-20, Chap 5)					
TRAINEE NAME			CFETPLJQS NUMBER SF INV 3P071		PAGE NO. 7 of 10		

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASK, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	85	Explain/Demonstrate Custodial and Noncustodial interviews (AFI 31-201 V2 and MPI Handbook)					
*	86	Explain/Demonstrate Admissions and Confessions (MPI Handbook)					
*	87	Explain/Demonstrate Child Interviews (MPI Handbook)					
*	88	Explain/Complete an AF Form 3545, Incident Report (AFI 31-206, paragraph 2.14 and AFI 31-201, V7)					
*	89	Explain/Complete an Report of Investigations (ROI) (AFI 31-206, paragraph 2.14, Attch. 3; AF Form 3545; (RCS: DD-P&R(M) 1973); AF Form 445; AF Form 3545; AF Form 3986 and AF Form 3986)					
*	90	Explain/Demonstrate/Identify victim and/or witness case procedures (AFI 31-206, para 2.23.7.)					
*	91	Investigator case notes (AFI 31-206, para 2.14.2 and MPI Handbook)					
*	92	Explain/Demonstrate use of AF Form 445, Report Of Investigation (ROI) Cover Sheet (AFI 31-206, para 2.14.1)					
*	93	Explain/Complete AF Form 3986, Case File Document Outer Envelope (AFI 31-206)					
*	94	Explain/Complete AF Form 3987, Case File Document Inner Envelope (AFI 31-206)					
*	95	Explain/Demonstrate Privacy Act Information (AFI 33-332 and AFM 31-201, V7)					
*	96	Explain/Perform Release of Information procedures (AFI 31-206, paragraph 2.16 and AFI 51-201)					
TRAINEE NAME			CPETPLJQS NUMBER		PAGE NO.		
			SF INV 3P071		8 of 10		

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	97	Explain/Perform Verbal Inquiry Effective Witness (VIEW) Questionnaire (AFOSI View Handbook)					
*	98	Explain/Perform investigative OPSEC/COMSEC procedures (SFOI Checklist)					
*	99	Explain/Demonstrate use and maintenance Notice of Representation (SFOI Checklist)					
*	100	Explain/Demonstrate phone trace (SFOI Checklist)					
*	101	Explain/Demonstrate Internal Affairs (IA) investigations (MPI Handbook)					
*	102	Explain/Demonstrate On-call investigator procedures (SFOI Checklist)					
*	103	Explain/Complete/Perform Crime Update briefing (SFOI Checklist)					
*	104	Explain/Demonstrate Investigative activity plan on & off-base (MPI Handbook and SFOI Checklist)					
*	105	Explain/Demonstrate Investigative activity blotter entries (MPI Handbook)					
*	106	Explain/Demonstrate Surveillance Operations (FM 19-10, pg 156-158 and FM 19-20, Chap 2)					
*	107	Joint Surveillance Unit (JSU) (SFOI Checklist)					
*	108	Explain/Complete AF Form 1109, Visitor Register Log (AFM 31-201, V7)					
TRAINEE NAME				CETPL/JCS NUMBER SF INV 3P071		PAGE NO. 9 of 10	

JOB QUALIFICATION STANDARD CONTINUATION/CMDR JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	109	Explain/Demonstrate AF Form 1359, Report of Result of Trial use and maintenance (SFOI Checklist)					
*	110	Explain/Complete AF Form 3907, Security Forces Field Interview Data (AFM 31-201, V7)					
*	111	Explain/Complete AF Form 3226, Authority to Apprehend in Private Dwelling (AFI 31-201 Chap 14 and AFM 31-201, V7)					
*	112	Explain/Complete AF Form 3985, Interview Record (AFI 31-206)					
*	113	Explain/Complete DD Form 2701, Initial Information for Victims and Witnesses of Crime (VWAP Handbook)					
*	114	Explain/Demonstrate DD Form 2704, Victim/Witness Certification and Election Concerning Inmate Status use and maintenance (SFOI Checklist)					
*	115	Explain/Complete DD Form 2708, Receipt for Inmate or Detained Person (AFM 31-201, V7)					
*	116	Explain/Complete SF Form 701, Activity Security Checklist (End of Day Checks) (SFOI Checklist)					
*	117	Explain/Complete SF Form 1164, Claim for Reimbursement for Expenditures on Official Business (AFI 31-206, para 2.5.)					
*	118	Explain/Complete 18 SFS/SFOI ID Log (SFOI Checklist)					
*	119	Explain/Complete 18 SFS/SFOI Crime Scene Examination Worksheet (SFOI Checklist)					
TRAINEE NAME			CFTPLJSS NUMBER		PAGE NO.		
			SF INV 3P071		10 of 10		

ATTACHMENT 3

DEPARTMENT OF THE AIR FORCE SECURITY FORCES DETECTIVE BADGE

Figure A3.1. Security Forces Detective Badge (*Photo & Drawing*).

A3.1. The DAF Security Forces Detective Badge will adhere to the following characteristics. All other detective badges were unauthorized as of 1 Oct 10.

A3.1.1. Approximately three (3) inches in height by two (2) inches in width.

A3.1.2. Nickel finish. **NOTE:** No other color/finish will be authorized, regardless of the individual's position, rank or duty title.

A3.1.3. The lettering for the top line above the Air Force seal will be "U.S. AIR FORCE" in capital letters.

A3.1.4. The lettering for the second line above the Air Force seal will be "SECURITY FORCES" in capital letters.

A3.1.5. The center seal will be the Air Force Full Color Seal (C990), using the following colors:

SW 11 (white, for the outer Air Force emblem color); SW 350 (dark blue, inner Air Force emblem color); SW 260 (light blue on the crest of the Air Force emblem); and SW 559 (brown, Eagle).

A3.1.6. The lettering for the first line below the Air Force seal will be "DETECTIVE" in capital letters.

A3.1.7. The bottom line below the Air Force seal is reserved for badge numbering only. The numbering must be in a three-digit sequence. The numbering is mandatory. The numbers must be logged and controlled locally.

A3.1.8. To obtain a sequence number for your detective badge, contact HQ AFSFC/SFOP via e-mail at all.afsfc.sfop@lackland.af.mil.

Attachment 4

SAMPLE DD FORM 2922

Figure A4.1. Sample DD Form 2922 (Front).

FORENSIC LABORATORY EXAMINATION REQUEST			
1. TO: Director <input checked="" type="checkbox"/> USACIL 4930 N. 31st Street Forest Park, GA 30297-5205 <input type="checkbox"/> Other (Specify):	2. FROM: 22 SFS 2222 Nellis Blvd Lackland, AFB US 12222-9989	4. EXAM PRIORITY <input checked="" type="radio"/> ROUTINE <input type="radio"/> EXPEDITE <input type="checkbox"/> Trial/Article 32/39A (*) <input type="checkbox"/> Subject in pre-trial confinement <input type="checkbox"/> Subject pending PCS/ Separation/Reenlist (*) <input type="checkbox"/> Other (Specify in Block 13) *Date _____	5. LAB USE ONLY a. LAB CASE # b. METHOD OF RECEIPT c. RECEIVED BY/DATE
3. RETURN EVIDENCE TO: 22 SFS 2222 Nellis Blvd Lackland, AFB US 12222-9989			
6. SUBMITTING AGENCY CASE NUMBER SFMS Number		7. TYPE OF OFFENSE Violation of Article XXX- Nature of Offense (e.g., 112A)	
8. PREVIOUS EVIDENCE SUBMITTED DATE: _____ MAIL METHOD: _____ LAB CASE #: _____ SUSPECT(S): _____ Date(s) previously submitted e.g., Registered Mail & # If known (provided by USACIL)			
9. SUSPECT(S) [Last, first and middle name(s)] List all SUBJECTS		10. VICTIM(S) [Last, first and middle name(s)] List all VICTIMS	
11. BRIEF DESCRIPTION (SYNOPSIS) OF CASE FACTS THAT MIGHT ASSIST THE LABORATORY IN EXAMINING OR EVALUATING THE EVIDENCE OR ADDITIONAL DOCUMENTATION ATTACHED (e.g., Summary of investigation, crime scene sketches/photographs, statements) Include a detailed, but brief, synopsis including the "who, what, when, where and how" of the facts and circumstances to date. Case agents should provide updates to the laboratory in all cases if significant information/facts are disclosed during the course of the investigation that would change the nature or extent of the requested examinations. If this space is insufficient, additional pages can be attached after annotating "See attached for additional information" in this block. Attach/include VICTIM and SUBJECT statements and crime scene photographs/sketches, if applicable, to assist in laboratory understanding.			
12. EVIDENCE SUBMITTED			
a. EXHIBIT		b. DESCRIPTION OF EXHIBIT	
1 2 3		Evidence tag number and description of the evidence 02029202920 - VICTIMS XXX 09098989009 - Item XXX from SUBJECT (This block should match the "Description of Articles Block of the DA 4137, Evidence/Property Custody Document.	

DD FORM 2922, JUL 2006

REPLACES DA FORM 3655, AF FORM 1980, AND NCIS FORM 5580/29, WHICH ARE OBSOLETE.

Reset

Adobe Designer 7.0

Figure A4.2. Sample DD Form 2922 (Reverse).

12. EVIDENCE SUBMITTED <i>(Continued)</i>	
a. EXHIBIT	b. DESCRIPTION OF EXHIBIT
13. EXAMINATION(S) REQUESTED <i>(Briefly furnish any information or instructions that might assist the laboratory in examining the evidence)</i> Explain any existing circumstances that would require this case to be expedited in this block. 1. Examine VICTIMS XXX(exhibit X) and compare to XXX. 2. Analyze VICTIMS XXX (exhibit X) for XXX and compare to XXX (exhibit X) >	
14.a. INVESTIGATOR AND ALTERNATE POC <i>(Typed or Printed) (Mandatory Information)</i>	
b. TELEPHONE <i>(Primary/Alt)</i> : _____	
c. DSN <i>(Primary/Alt)</i> : _____	
d. Fax: _____	
e. E-Mail: _____	
15. I CERTIFY EVIDENCE HAS NOT BEEN SUBMITTED TO ANOTHER LABORATORY FOR THE SAME EXAMINATION	
a. DATE	b. TYPED/PRINTED NAME OF REQUESTOR
	c. SIGNATURE
	d. TELEPHONE <i>(Primary/Alt)</i> : _____
	e. DSN <i>(Primary/Alt)</i> : _____
	f. Fax: _____
	g. E-Mail: _____
16. LAB USE ONLY	
LAB CASE #	

DD FORM 2922 (BACK), JUL 2006

Reset

ATTACHMENT 5

SAMPLE SECURITY FORCES REPORT OF INVESTIGATION (ROI) FORMAT

While the intent is to maintain a standard throughout SF, this format may be modified to suit the unit's needs. Other fields and/or sections may be added as needed.

A5.1. *Required Classification Statement.* The following paragraph will be on the footer of every page of the ROI:

WARNING: The attached Security Forces Report of Investigation contains law enforcement sensitive information and is For Official Use Only (FOUO). This document is the property of the United States Air Force. Contents may be disclosed only to persons whose official duties require hereto. Maintaining this information in any physical or electronic file is prohibited. Secondary distribution is also prohibited. While this document is in your possession, it is your responsibility that the information contained herein is not released to unauthorized persons. This information must not be left unattended or left when an unauthorized person may have access to it. When not in use, it must be stored and secured properly. Requests for access or disclosure of the attached document(s) must be referred to the Security Forces Investigations Section.

A5.2. *Financial Classification Statement.* The following paragraph will be on the footer of every page of the ROI for incidents involving financial information: **WARNING:** The attached Security Forces Report of Investigation contains law enforcement sensitive information and is For Official Use Only (FOUO). This record was obtained pursuant to the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq, and may not be transferred to another Federal Agency or Department without prior compliance with the transferring requirements of 12 U.S.C. § 3412. Some of the information contained herein (cite specific paragraph) is financial record information which was obtained pursuant to the Right to Privacy Act of 1978, 12 U.S.C. 3401 et seq. This information may not be released to another Federal Agency or Department outside the Department of Defense except for those purposes expressly authorized by the Right to Privacy Act. This document is property of the United States Air Force. Contents may be disclosed only to persons whose official duties require hereto. Maintaining this information in any physical or electronic file is prohibited. Secondary distribution is also prohibited. While this document is in your possession, it is your responsibility that the information contained herein is not released to unauthorized persons. This information must not be left unattended or left when an unauthorized person may have access to it. When not in use, it must be stored and secured properly. Requests for access or disclosure of the attached document(s) must be referred to the Security Forces Investigations Section.

Figure A5.1. Sample ROI.**REPORT OF INVESTIGATION**

REPORT BY: SFMIS CASE #:

DATE OF REPORT: INVESTIGATIONS/S2I CASE #:

MATTERS INVESTIGATED: Offense Investigated and Statute Violated

SUBJECTS: Name (first, middle, last), Sex, Date of Birth, State or Country of Birth, Rank, Social Security Number, Unit of Assignment (MAJCOM), Base and State or Country of Assignment (only ID the SUBJECT on the title page; everyone else will be listed within the ROI).

STATUS: Open or Closed

S2I NCOIC Signature Block

DISTRIBUTION:

AFOSI Det XXX, Base, State (Info) (w/ Exhibits)	1
Wing/CC, Base, State (Info) (w/ Exhibits)	1
Legal Office, Base, State (Info) (w/ Exhibits)	1
SUBJECT's unit CC, Base, State (Action) (w/ Exhibits)	1
File (S5R Section) (w/ Exhibits)	1

Another unit or law enforcement department would be listed next and can be with info or without. List each separately.

TABLE OF CONTENTS (*This is a standalone page*)SectionParagraph

SYNOPSIS1-1

BACKGROUND2-1

NARRATIVE3-1

(Below are some examples of separate categories, and are not all inclusive.)

Confidential Source Information3-x

Witness Interviews3-x

SUBJECT Interview3-x

Searches3-x

Search of Off-Base Residence3-x

Search of Vehicle3-x

Urinalysis Examination3-x

Evidence3-x

Laboratory Examination of Evidence3-x

Records Review3-x

Other Investigative Aspects3-x

Medical Records Review3-x

LAW ENFORCEMENT RECORDS4-1

EXHIBITS5-1

INVESTIGATIVE STATUS6-1

SYNOPSIS

1-1. Complete overview of the incident (*This is a standalone page*).

BACKGROUND

2-1. How incident was brought to attention of authorities.

NARRATIVE ASSET: CI

DETAILS:

Confidential Informant (CI) Information

3-1. What CI did, observed or heard.

Witness Interview

3-x. Interview of:

Date/Place:

Interviewer:

Assistant Interviewer: (If available, an assistant should always be present)

Overview of witness statements

3-x. Interview of:

Date/Place:

Interviewer:

Overview of witness statements

VICTIM Interview

3-x. Interview of:

Date/Place:

Interviewer:

Assist Interviewer:

Overview of victim statements

SUBJECT Interview

3-x. Interview of:

Date/Place:

Interviewer:

Assistant Interviewer: (Never do SUBJECT interviews without an Assistant Interviewer.)

Overview of subject statements, if any

Searches

3-x. When and who gave consent for the search, how the consent was given and what was consented to be searched. Example: On XX Jun XX, SUBJECT consented via AF Form 1364, *Consent for Search and Seizure*, to a urinalysis for drug testing, residence, vehicle, etc.

Urinalysis Examination

3-x. On XX Jun XX, GS-07 XXXXXX XXXX, person's job title, XX Medical Operations Squadron, Base, obtained one urinalysis specimen from SUBJECT.

3-x. On XX Aug XX, Civilian XXXX XXXX, Drug Demand Reduction Manager, XX Medical Group (MDG), Base, State, provided the results of SUBJECT's urinalysis, which revealed there were no illegal drugs present.

Search of Off-Base Residence

3-x. On XX Jun XX, a consensual search of SUBJECT's residence was conducted.

Location: Physical Address or Building Number

Investigators Conducting Search: Fully identifying information (if more than one, ID all) all if first time spoken about (Example: Inv. XXXXX XXXXX, XXX SFS/SFI, Base, State, and Inv. XXXXX XXXXX, XXX SFS/SFI, Base, State)

Others Present: SUBJECT (First Sergeant, etc.)

Include results of the search (i.e., This search did not disclose any information pertinent to this investigation.)

Search of Vehicle

3-x. On XX Jun XX, a consensual search of SUBJECT's vehicle (year, vehicle, model, state registered in, plate number) was conducted.

Location: Same as above

Investigators Conducting Search: Inv. XXXXX and Inv. XXXXX (last name only if already ID above)

Others Present: Same as above

(Same as above) This search did not disclose any information pertinent to this investigation.

Evidence Listing

3-x. The following items of evidence were seized during this investigation and are being maintained at XX SFS/S2I (*if elsewhere, state where*).

ITEMDATE SEIZEDSEIZED FROM

(Example)

Ecstasy PillXX May XXSUBJECT

Laboratory Examination of Evidence

3-x. On XX May XX, Inv. XXXXX sent the alleged Ecstasy pill (Evidence Item 1-3), to the Florida Department of Law Enforcement (FDLE) Laboratory in Pensacola FL for analysis.

3-x. On XX May XX, a laboratory analysis report was received from FDLE. The results revealed Evidence Item 1-2 was MDMA (Ecstasy) and Evidence Item 3 was Marijuana.

Legal Coordination

3-x. Identify SJA representatives briefed on this investigation and any guidance given

Records Check (list in order by date)

3-x. List personnel, medical, dental records checked and results. Force Support Squadron (FSS) and Unit Personnel Information File (PIF) will be listed separately.

Other Investigative Aspects (list in order by date)

3-x. List any other activity or briefings not previously identified

LAW ENFORCEMENT RECORDS (list in order by date)

4-1. DCII check results if conducted (Example: On XX May XX, a review of the Defense Clearance and Investigations Index disclosed no information pertinent to this investigation).

4-2. SFMIS

4-3. National Crime Information Center (NCIC) checks conducted and results

4-4. Local law enforcement agencies (list each one separately)

EXHIBITS

5-1. List of statements and other paperwork attached to the case file.

5-2. The following items are appended to this report (cross-referenced):

Copy of statement by last name, dated X May XX (ref. para. 3-x) (Start with your first exhibit.)

INVESTIGATIVE STATUS

6-1. Open or Closed

ATTACHMENT 6

SECURITY FORCES CONFIDENTIAL INFORMANT (CI) PAPERWORK

A6.1. Utilize the sample data sheet in Figure A6.1. to document biographic information on recruited CIs and sources.

Figure A6.1. *Security Forces Confidential Informant Data Sheet.*

XX SFS/S2I CONFIDENTIAL INFORMANT DATA SHEET							
<p><i>PLACE AN ELECTRONIC PHOTOGRAPH OF CONFIDENTIAL INFORMANT</i></p>							
CODE NAME: FORD		DATE/PLACE OF BIRTH: 3 Jul 70/Anywhere KY		SSAN: 111-00-2222			
RANK: SrA		ORGANIZATION: 16 XXX		TARGET: 16 XXX/Drug Users			
HOME PHONE: (XXX) XXX-XXXX		WORK PHONE: DSN XXX-XXXX		CELL PHONE/PAGER: (XXX) XXX-XXXX			
LOCAL ADDRESS: Street Name, City, State Zip+4							
VEHICLE INFO	YEAR	MAKE	MODEL	CLR	LICENSE # & STATE	VEHICLE TYPE	UNIQUE MARKS
FAMILY MEMBERS:							
KNOWN MEDICAL PROBLEMS:							
ADDITIONAL INFORMATION:							

A6.2. Complete the CI Recruitment Report in Figure A6.2. and maintain with appropriate records.

Figure A6.2. Security Forces Confidential Informant Recruitment Report

FULL NAME to INCLUDE MAIDEN

Sex, Born DDMMYY, City, State/Province, Country

Rank, SSAN

Unit/Office Symbol (MAJCOM)

Base of Assignment, State

Witting (knows they are a CI, if not it is "Unwitting")

Race

DAS: XX XXX XX

TARGET: General Crimes

BACKGROUND: CI was met several months ago at a crime scene in which someone had broken into his residence. CI believed crime was wrong and had no place in the AF. CI's recruitment was held off until the ROI on the breaking and entering was closed. CI is married and has been stationed at XXX AFB since XXX XX. CI has been stationed here since completing technical training and is currently working in his AFSC.

MOTIVATION: CI is motivated to do the right thing because he has just started his career. CI believes there is no room for illegal activity in the Air Force.

CONTACTING INSTRUCTIONS: HI will initially contact CI on his cell phone or at home to set up times and dates of meets. CI will be met on an as needed basis. HI provided CI with the Hello Line Number (XXX-XXXX).

TRAINING: CI was trained on Operations Security (OPSEC), Communications Security (COMSEC), entrapment, contacting procedures, meet locations and cover names.

Handling Investigator (HI): XXXXXX XXXXX

Alternate Handling Investigator (AHI): XXXXX XXXXX

DUTY PHONE: (XXX) XXX-XXXX

HOME PHONE: (XXX) XXX-XXXX

CELL PHONE: (XXX) XXX-XXXX

PAGER: (XXX) XXX-XXXX

HOME ADDRESS: Street Address, City, State Zip+4

VEHICLE 1: Year, Color, Make, Model

State, XXXXXX

Unique Identifying Marks (i.e., dents, scratches, tint, rims)

VEHICLE 2: Year, Color, Make, Model

State, XXXXXX

Unique Identifying Marks (i.e., dents, scratches, tint, rims)

MEET SCHEDULE: CI will be met/called often enough to be productive.

MEET LOCATIONS: Primary location: XXXXXXXXXX

Alternate location: XXXXXXXXXX

COVER NAMESCI = XXXX (*Use generic names so it can be used by a female or male*)

HI = XXXX

AHI = XXXX

ASSESSMENT INTERVIEW

CI is a married SrA living off base. HI and AHI met CI during a witness interview. CI is interested in helping S2I because he believes there is no place for illegal drugs in the Air Force. CI works at the 802d XXXX XXXXXX Squadron/XXXXXX Base. CI believes there is drug activity within the unit because he hears talk of marijuana use around the smoke break area. CI has a personality such that he talks to lots of people with whom he works. He has access to all offices in his work place. CI grew up in an area where marijuana was very prevalent and understands the current street language. CI likes to coach the base little league team and play chess.

REVIEW OF PERSONNEL RECORDS

On 15 Mar XX, HI reviewed CI's records on file at the XXth Military Personnel Flight, Base, State. The review disclosed the following: CI is not on a control roster and does not have a UIF. CI has received X EPRs and they are 5, 4, 4. His Air Force job is XXXX XXXXX systems journeyman, and he has been on station here for X years and X months. CI has been stationed at XXXXXX (date's stationed there). CI has received numerous medals and awards for his outstanding service in the career field. An AF FM 686 was completed and placed in the dossier.

LAW ENFORCEMENT RECORDS CHECKS

On XX XXX XX, HI conducted a review of the following databases, all of which disclosed no information on CI: DCII, NCIC, 802d Security Forces Squadron, San Antonio Police Department and Bexar County Sheriff's Office.

CONTACTING INSTRUCTIONS

CI Home telephone: XXX-XXXXPart-time Job: XXX-XXXX

CI Duty telephone: XXX-XXXX

Address: XXXX XXXXXX, San Antonio TX 78254

Vehicle: 2005, Ford Ranger pick-up truck, Texas license plate XXX-XXX

MEET FORMAT**RECEIVED**

CI was met on XX XXX at an off base location. CI provided a list of names along with new names not known by this office as using marijuana. All names are currently assigned to CI's unit. **NOTE:** CI telephonically contacted this office with information that he had been approached and asked to arrange buying one pound of marijuana. He was instructed to advise the person that he could not get any marijuana for a purchase.

LEVIED

CI was asked to find out if there would be a party this weekend and, if so, he was asked to attend if possible.

CONTACTING INSTRUCTIONS

CI was instructed to meet HI and AHI on XX XXX XX, and provide any new information.

TRAINED

Provided CI on COMSEC training. He was instructed when calling this office to use the name "Ford" with anyone who answered the phone.

FUNDS EXPENDED

CI was reimbursed for POV mileage (X miles) incurred while responding to the task levied by HI at the meeting on XX XXX XX. CI was reimbursed at the government rate of \$0.XX per mile and received a total of \$X.XX

INVESTIGATOR COMMENTS

HI believes CI is going to be an asset to this office and will produce several cases.